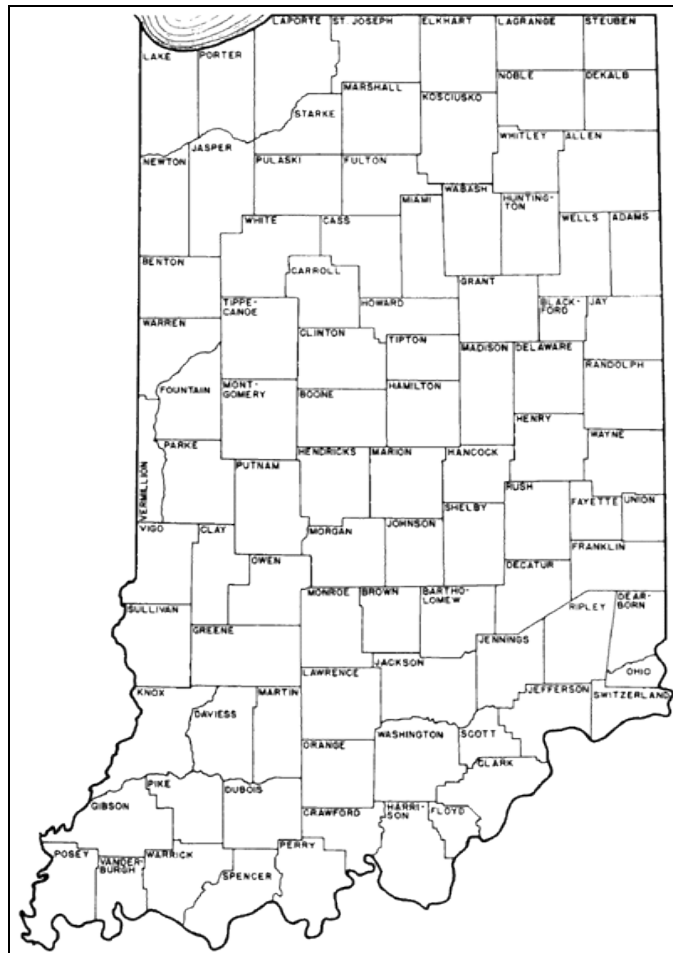


INDIANA DEPARTMENT OF HOMELAND SECURITY

DEBRIS MANAGEMENT HANDBOOK

UPDATED January 2008



**IDHS GUIDE TO DISASTER ASSISTANCE FOR THE
PUBLIC ASSISTANCE/INFRASTRUCTURE SUPPORT PROGRAM**

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Disaster Process Checklist for Public Assistance Applicants

1. Disaster Occurs (Flooding, Wind Storms, Tornadoes, Ice Storm, Record Snowfall, etc)
2. Local Emergency Response (ex. Search & Rescue, emergency work, debris clearance, initiate standby contracts, etc) **DOCUMENT ALL COSTS.**
3. Local Damage Assessment initiated (Can County resources handle emergency response, damage?)
4. Local Emergency Declaration must be signed by County officials and forwarded to IDHS.
5. Local *Public Assistance* Damage Assessment is initiated. (***Applicants fill out IDHS PDA cost forms & return to County EMA*** immediately for possible FEMA assistance)
6. Local Agencies/Departments apply for appropriate emergency/permanent work permits from IDEM, DNR, etc. (This is mandatory if you later apply for FEMA Public Assistance funding.)
7. Local Agencies/Departments proceed with emergency bid contract procedures if necessary. (Two solicited, recorded bids are mandatory to meet STATE criteria for emergency bidding and for FEMA funding.)
8. Local EMA will return ***Public Assistance Damage Assessment forms*** to IDHS immediately regardless of county damage totals. (There is a 30 day window for IDHS to request disaster assistance with supporting documentation to FEMA)
9. IDHS will total damage for all Counties and prepare a detailed report to Governor & FEMA.
10. Governor will make a State Emergency Declaration if State damages appear to be over \$7.5 million. (State Declaration can be made earlier.)
11. A Joint FEMA/State/Local *Public Assistance* Preliminary Damage Assessment will be conducted to verify that the total State/Local damage assessment exceeds \$7.5 million statewide.
12. Governor will request FEMA Disaster Assistance (federal funding) if FEMA PDA is over \$7.5 million.
13. FEMA Regional Recommendation (Governor's Request goes to FEMA National)
14. FEMA National Office Recommendation (Governor's Request goes to President)
15. Presidential Declaration (Federal funding is now available)
16. FEMA will set up Disaster Field Office (DFO) (FEMA/DHS temporary base of operations)
17. Applicant Briefings (with IDHS & FEMA) ***Request for Public Assistance Form*** must be filled out by applicant and turned in to IDHS/FEMA within 30 days of Presidents Declaration to meet FEMA eligibility criteria. **All applicants should attend for PA program detail information.** Missed attendance will delay eligibility & program funding!

18. Applicant Kickoff Meetings (FEMA with Applicants) **All program applicants must attend.** Bring disaster documentation to date if possible.
19. Project Formulation for Damage Sites (Applicant & FEMA) **Applicant must participate.**
20. Applicant submission of documentation to FEMA PO/PAC and sign off
21. Project approval by FEMA (Regional/National approval- not PO/PAC approval)
22. FEMA closes Joint Field Office (JFO). **Contact IDHS in Indianapolis if questions.**
23. Applicant receives approved Project Worksheets/PW's & P-4 Certification Form by mail.
24. Applicant **reviews** approved PW's that have arrived in packets by mail.
25. Applicant has 60 days from arrival of PW's to notify IDHS of problems/errors/omissions.
26. Applicant has 60 days from receipt of notice to appeal an action (denial of PW) by FEMA.
27. **If all Projects are 100% complete with no problems:** Applicant returns completed/signed P-4 to **IDHS**. Final reimbursement will be processed upon receipt of completed P-4 for 100 % projects.
28. **If all projects are less than 100% complete**, applicant will be reimbursed for % of work completed with possible advanced funds upon request.
29. Applicant sends Quarterly Progress Reports to IDHS.
30. **If projects are less than 100% complete**, applicant will send actual cost documentation when the project is completed along with the completed P-4 to IDHS. Documentation will be based on forms (paper or digital) found in the IDHS Applicant Briefing Handbook along with a summary sheet. Final payment will be based on FEMA Large/Small project criteria.
31. Large Project documentation will be sent to IDHS who will forward them to FEMA for final approval/adjustment before last payment.
32. Final payment will be issued when all FEMA/State criteria has been met by Applicant.
33. Applicant is required by law to keep documentation for 3 years after closeout.
34. Applicant will be audited by State Board of Accounts and possibly by FEMA.
35. In the event of overpayment by the STATE the Applicant will return funds upon request.

APPLICANT'S RESPONSIBILITIES
FEMA ASSISTED PDA
OPERATIONS/PROJECT WORKSHEET COMPILATION

In preparation for the Federal-State inspection team applicants should take the following actions in order to expedite the preparation of project worksheets and to help produce more accurate estimates.

1. Identify all damage sites before the inspectors arrive and mark the damage site locations on a map.
2. Actual documented costs for all work completed must be provided to the inspection team when they arrive. The documented costs for completed work must be broken down by location and by type of work. The documentation must show force account labor, equipment and materials and/or contract costs.
3. The local representative must be prepared to show damage sites to the team and must provide the documentation for actual costs of completed work.
4. The local representative must assist with developing estimates for work to be completed based on past experience and local prices.
5. The FEMA equipment schedule (located at the back of this booklet) will be used for all force equipment use unless an established local schedule is less or unless a State schedule is normally used by the applicant.
6. Provide information on insurance that may cover any damaged facilities.
7. Provide copies of codes or standards if any upgrades are proposed to conform to codes or standards.
8. Maintain records to document costs for disaster recovery work. Cost must be documented for each project worksheet.

The Public Assistance Program

Program Objectives

The objective of the Public Assistance Program is to provide assistance to states, local governments, and selected nonprofit organizations for the alleviation of suffering and hardship resulting from major disasters or emergencies declared by the President. This is a cost share program. The Federal Government provides 75% and the local governmental share is 25% of eligible reimbursable disaster costs. Costs under \$1,000 per project are not eligible.

WHO IS ELIGIBLE

A. State and Local Governments, and Special Districts

Local Governments

- A Any county, city, town, district, or other political subdivision of any state and includes any rural community, unincorporated town or village, or other public entity for which an application for assistance is made by a state or political subdivision thereof.

Other Political Subdivisions

Other state and local political subdivisions may be eligible if they are formed in accordance with state law as a separate entity and having taxing authority. These include, but are not limited to, school districts, irrigation districts, fire districts, and utility districts.

B. Private Nonprofit Organizations

All facilities must provide an essential governmental service and be open to the general public.

1. Educational Institutions
 - A. Colleges and universities
 - B. Parochial and other private schools
2. Utility
Systems of energy, communication, water supply, sewage collection and treatment, or other similar public service facilities.
3. Emergency
Fire Protection, ambulance, police, rescue and similar emergency services.
4. Medical
Hospital, outpatient facility, rehabilitation facility, or facility for long-term care for mental or physical injury or disease.
5. Custodial Care

Non Profit homes for the elderly and similar facilities that provide institutional care for persons who require close supervision, but do not require day-to-day medical care.

6. **Other Essential Governmental Service Facilities**
Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities that provide health and safety services of a governmental nature. Health and safety services are essential services that are commonly provided by all local governments and directly affect the health and safety of individuals. Low-income housing, alcohol and drug rehabilitation, programs for battered spouses, transportation to medical facilities, and food programs are examples of health services.

GENERAL WORK ELIGIBILITY

A. An Eligible Item of Work Must

Be required as the result of a major disaster event,
Be located within a designated disaster area, and
Be the legal responsibility of an eligible applicant.

B. Other Federal Agency (OFA) Programs

FEMA will not provide assistance when another federal agency has specific authority to remove debris caused by a major disaster. An exception is the Federal Highway Administration (FHWA).

C. Negligence

No assistance will be provided to an applicant for damages caused by its own negligence. If negligence by another party results in damages, assistance may be provided on the condition that the applicant agrees to cooperate with FEMA in all efforts to recover the costs of such assistance from the negligent party.

D. Restrictions

1. Alternative Use Facilities

If a facility was being used for purposes other than those for which it was designed, restoration will only be eligible to the extent necessary to restore the immediate pre-disaster alternative purpose.

2. Inactive Facilities

Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were only temporarily inoperative for repairs or remodeling, or where active use by the applicant was firmly established in an approved budget, or where the owner can demonstrate to FEMA's satisfaction an intent to begin use within a reasonable time.

3. Routine maintenance is not eligible.

CATEGORY A

DEBRIS REMOVAL - EMERGENCY WORK

A. Public Interest Determination By FEMA

Eliminate immediate threats to life, public health and safety; or
Eliminate immediate threats of significant damage to improved public or private property; or
Ensure economic recovery of the affected community to the benefit of the community-at-large.

B. Private Property Debris Removal

When in the public interest for an eligible applicant to remove debris:
On urban, suburban and rural property.
Including large lots, living, recreational and working areas except areas used for crops and livestock, or unused areas.
No assistance will be provided to individuals or private organizations for removing debris from their own property except for eligible private nonprofit applicants.
Right of Entry Agreement must be obtained to indemnify federal, state and local governments against any claim arising from such removal.

COST ELIGIBILITY

FORCE ACCOUNT COST

Personnel

Reimbursement of OT salaries and wages (including fringe benefits, and compensatory time) of employees will be paid on eligible disaster emergency work. For emergency work, only overtime of regular employees plus all time of extra hires will be paid.

Applicant-Owned Equipment

Reimbursement for equipment used on eligible disaster-related work is based on the FEMA rate schedule or the applicant's established rates, whichever is lower, unless the applicant's rates are considerably lower and the applicant certifies that the rates do not reflect actual costs. A state schedule may be accepted for applicants who have established and used the schedule for normal operations before the disaster, up to \$75 per hour.

Materials

Costs of materials and supplies used in eligible disaster-related work are eligible.

CONTRACT COSTS

Reasonable contract costs, including equipment rental, for eligible disaster-related work are eligible. See additional contract information included in following sections.

ADMINISTRATIVE COSTS

Subgrantee's administrative allowance has changed per FEMA !!!!.

Indirect, office and supervisory costs must be documented for reimbursement.

Costs must be requested in writing from the State PAO.

Reimbursement is limited to 1% of the applicants total eligible damage costs.

INSURANCE

Actual or anticipated insurance recoveries shall be deducted from otherwise eligible costs.

When insurance is required as a condition of approval for projects amounting to \$5,000 or more, the state must provide FEMA with acceptable assurances that the applicant has obtained and will maintain insurance for the approved damaged facility or piece of equipment.

No assistance will be provided for any facility for which assistance was previously received unless the insurance was obtained and maintained as required.

APPLICATION PROCESS

Request for Public Assistance

The Request for Public Assistance form must be submitted by the applicant to the State within 30 days of designation of an area for each applicant requesting assistance. This should be done during the **Applicant Briefing Meeting**.

Kickoff Meeting

FEMA will contact applicants to set up kickoff meetings after the Request for Assistance form is processed. Bring your projects and cost documentation to this meeting.

Project Funding

Small Projects-Approved estimate is less than \$60,900

Final payment of the federal share may be made by the grantee upon approval of the project by FEMA.

Large Projects-Approved estimate of \$60,900 or more

Payment will be made based upon state law, 44 CFR Part 13 and 31 CFR Part 205 and the approved State Administrative Plan.

Use of Local Firms and Individuals

To assist in economical recovery of a disaster area, FEMA recommends that preference be given, to the extent practicable, to organizations, firms and individuals who reside or do business primarily in the area affected by the disaster and who have appropriate contracting capability.

Local preference should be mentioned in the invitation for bids and requests for proposal.

Remember all State and Federal bid requirements must be followed to receive reimbursement.

Time Limits for completion of Work

Debris removal 6 months

Emergency work 6 months

Permanent work 18 months

Exceptions

The state may impose lesser deadlines for completion of work.

If requested by the applicant, the state may extend debris clearance and emergency work deadlines for an additional 6 months and permanent work deadlines for an additional 30 months if the reason for the request is based on extenuating circumstances or unusual project requirements beyond the control of the applicant. See Time Extension Request form enclosed with Record Keeping forms.

FEMA may further extend deadlines when justified.

Cost overruns

The state will evaluate subgrantee requests for cost overruns and, when justified, submit the request to FEMA for final determination. All requests must contain sufficient documentation to support eligibility of all work and costs claimed.

For small projects (less than \$59,700) overruns, the applicant's request must include documentation for the actual cost of all small projects to show that the net overrun is significant before approval will be considered.

Documentation

All disaster costs must be supported by documentation, including timesheets for personnel, equipment use records, invoices for materials, and all contracted documents related to work accomplished by contracts. See Applicant Record-Keeping Forms & Instructions. The FEMA 2005 Equipment rate schedule can be downloaded or printed from FEMA's website:

<http://www.fema.gov>. The completed and signed P-4 will be required for disaster project payment and closeout. For more information, FEMA's Applicant Handbook and Public Assistance Guide is available for downloading or printing at the same site. See <http://www.fema.gov/government/grant/pa/9500toc.shtm> for FEMA Policy Publications.

APPEALS

1. The subgrantee may appeal any determination related to Federal assistance including, but not limited to, time extension denials, eligibility, and approved costs.
2. The subgrantee's appeal shall be made in writing and submitted to the grantee within 60 days after receipt of notice of the action which is being appealed. The appeal must contain documented justification supporting the subgrantee's position.
3. The grantee shall review the appeal, make additional investigations as necessary and forward the appeal with a recommendation to FEMA within 60 days.
4. FEMA shall review the appeal and notify the grantee within 90 days following receipt of an appeal as to the disposition of the appeal or if more information is needed.
5. If the FEMA region denies an appeal, the subgrantee may submit a second appeal within 60 days through grantee and region to the FEMA Associate Director.

6. The Associate Director shall render a determination on the appeal within 90 days following receipt of the appeal or shall request additional information if necessary.

7. If the Associate Director denies an appeal, the subgrantee may submit a third appeal to the FEMA Director through the grantee and FEMA region within 60 days of the Associate Director's denials.

8. The Director shall render a determination on the subgrantee's appeal within 90 days following receipt of the appeal or may request additional information if necessary.

AUDITS

1. State, Local governments and Non-Profit organizations which expend \$300,000 or more in total Federal assistance during a fiscal year, shall have an audit performed in accordance with the Single Act of 1984 and Office of Management and Budget (OMB) Circular No. A-133

2. Subgrantees that are required to have audits performed shall report the results of their single audit to the SEMA in accordance with OMB Circular A-133 for each fiscal year that Public Assistance funding was received and they meet the minimum funding threshold in accordance with OMB Circular A-133.

Debris Management Brochure - FEMA 329

ELIGIBILITY

Public Assistance funds are available to eligible applicants for debris clearance, removal and disposal operations. Eligible applicants include State and local governments, Indian tribes, and certain private nonprofit organizations. In order to be eligible for FEMA funding, the debris removal work must:

- Be a direct result of a disaster declared by the President.
- Occur within the designated disaster area; and
- Be the responsibility of the applicant at the time of the disaster.

In addition, at least one of the following must apply:

- Removal eliminates immediate threats to human lives, public health and safety;
- Removal eliminates immediate threats of significant damage to improved public and private property; and/or
- Removal ensures economic recovery of the affected areas to the benefit of the community-at-large.

Debris located on public property and rights-of-way is eligible. Eligible debris can include downed trees, sand, building wreckage, and damaged personal property.

Generally, debris removal from private property is not eligible under the Public Assistance Program; however, FEMA may approve debris removal from private property on a case-by-case basis when extenuating circumstances exist. Applicants should contact their State Emergency Management officials prior to debris removal for specific eligibility requirements. Debris that threatens private homes may be eligible under FEMA's Individual Assistance Program.

DEBRIS MANAGEMENT PLANNING

A comprehensive debris management plan is a critical element in efficient recovery efforts when a disaster strikes. Debris management planning activities include the following:

- Identify the responsible debris operations managers within your organization.
- Contact your State Emergency Management officials for eligibility and contracting guidance.
- Procure standby debris removal and disposal contracts prior to the disaster. (Costs must be reasonable)
- Identify debris removal monitoring resources and staffing.
- Identify potential types and quantities of debris.
- Identify waste disposal methods (i.e., incineration, chipping, recycling, etc.).
- Identify and prepare debris storage and reduction sites:
 - Consider the proximity and affect on residential areas, educational facilities, and environmental features.
 - Collect baseline data. Video/photograph site. Take soil and ground water samples. Investigate potential historic or archaeological issues.
 - Determine site layout for storage, burning, grinding and other operations.
 - Provide buffer zones between areas within the site.
 - Provide ingress and egress to the site such that trucks do not delay normal traffic.
 - Construct inspection towers at ingress and egress locations.
 - Establish an environmental remediation and site restoration plan.
- Obtain appropriate Federal, State and local permits.
- Implement a regular public information campaign that instructs the general public on guidelines for dealing with debris.
- Ensure that costs are thoroughly documented and records are retained appropriately.

DEBRIS-RELATED CONTRACTS

Applicants may use their own forces or contract for debris removal and disposal work. When utilizing contractors, applicants should follow proper contracting procedures to ensure maximum reimbursement for eligible work.

The following important points should be considered during the acquisition and oversight of debris removal and disposal contracts:

Many of the problems that affect Federal reimbursement for debris removal, reduction and disposal occur as a result of improper contracting procedures, incomplete or inappropriate contracts, and/or inadequate monitoring of contract operations. FEMA and/or the State can provide technical assistance on the preparation and review of debris contracts and contracting. The following information is provided to assist you in developing and monitoring debris related contracts.

1. FEMA does not certify, credential, or recommend debris contractors.
2. No debris contractor has the authority to make eligibility determinations.
3. You need to make sure that you are familiar with FEMA eligibility, and not allow the contractor to make eligibility determinations. Eligibility information is available in numerous FEMA documents including the Public Assistance Guide (FEMA 322), Public Assistance Applicant Handbook (FEMA 323), and the Public Assistance Debris Management Guide (FEMA 325) It also is available on the FEMA Website, www.fema.gov. If you have eligibility questions, call the State or FEMA.
4. Make sure the debris contract is one that contains a clear and definitive scope of work, monitoring requirements, and specific language that is required for each debris related task.
5. Do not sign a contract provided by a contractor until it has been thoroughly reviewed by your legal representative.
6. Use competitive bidding unless impossible to do otherwise. Many applicants have received competitive bids in very short time frames.
7. You are responsible for payment of services contracted, regardless of whether or not such services are eligible for reimbursement by FEMA. Remember that FEMA is not a party to a debris-related contract entered into by you and a contractor.
8. Be aware of the limitations of time and material contracts. It is FEMA policy to reimburse for only the first 70 hours of a time and materials contract. Some contracts contain time and material clauses for certain types of work, and costs of such work may not be fully reimbursable.
9. Every contract should contain a "Termination for Convenience" clause. An example of such a clause is as follows:
"This contract may be terminated at any time for the convenience of (the contracting entity). If this clause is executed, (the contracting entity) agrees to pay the contractor for all work completed through the termination date, as well as any demobilization costs that were a part of the original contract."

10. The contract should contain a cap on the cost. When that cap is reached, a review of work accomplished and work completed should be conducted to determine work remaining. If necessary, the contract can then be modified to reflect more accurate information.
11. Be sure the contract has a reasonable period of performance for the work to be done. Monitor the work effort to ensure compliance with the schedule for completion.
12. Many services offered for a fee by contractors (training in preparing Project Worksheets, documentation requirements, eligibility information, etc.) may be available free from FEMA or the State. Be sure you are aware of those services.
13. Make sure costs are reasonable. FEMA pays only reasonable costs.
14. In some instances, it may be necessary to use temporary debris storage and/or reduction sites. Such sites are expensive to develop, manage and restore. Don't sign a contract for the development and management of such sites unless you know it is necessary. Call the State for assistance.
15. You, not the contractor, are responsible for monitoring and certifying debris operations. Be sure you have sufficient staff deployed for that task. If you do not have enough staff, hiring additional staff is eligible for funding according to the disaster cost share (usually 75% Federal, 25% non-Federal); however, those costs must be reasonable. It is not necessary to use registered professional engineers for monitoring. Many applicants find that construction inspectors are very appropriate.

DEBRIS REMOVAL MONITORING

Monitoring of debris removal and disposal contractor activities is a critical component in successful debris operations and in the justification and documentation of any application for FEMA Public Assistance funding.

Applicant's Contracting Checklist

To be eligible for reimbursement under the Public Assistance Program, contracts for debris removal must meet rules for Federal grants, as provided for in 44 CFR Part 13.36 *Procurement* (http://www.access.gpo.gov/nara/cfr/waisidx_or/rrcfr12_04.html). Public Assistance applicants should comply with their own procurement procedures in accordance with applicable State and local laws and regulations, provided that they conform to applicable Federal laws and standards identified in Part 13. The following guidance is provided to assist Public Assistance applicants in the procurement process.

Contracting Process Checklist

Use competitive bidding procedures. Complete and document a cost analysis to demonstrate price reasonableness on any contract or contract modification where adequate price competition is lacking, as detailed in 44 CFR 13.36(f).

Provide a clear and definitive scope of work and monitoring requirements in the request for proposals/bids. Use acceptable emergency contracting procedures that include an expedited competitive bid process only if time does not allow for more stringent procedures.

Require bidders to provide copies of references, licenses, financial records, and proof of insurance and bonding.

Obtain review from your legal representative of your procurement process and any contract to be awarded to ensure they are in compliance with all Federal, State, and local requirements.

Document procedures used to obtain/award contracts (procurement information, bid requests and tabulations, etc).

Use load ticket requirement to record with specificity (e.g., street address) where debris is picked up and the amount picked up, hauled, reduced and disposed of.

FEMA will, when requested by applicants, assist in the review of debris removal contracts. However, such a review does not constitute approval.

Contract Provisions Checklist

ALL CONTRACTS MUST CONTAIN/REFLECT THE FOLLOWING PROVISIONS:

All payment provisions must be based on unit prices.

No payments may be based on time and material costs unless limited to work performed during the first 70 hours of actual work following a disaster event.

That payment will be made only for debris that FEMA determines eligible, referencing FEMA regulations and Public Assistance guides and fact sheets. (This is an optional provision to protect the applicant, and is used only following a major disaster declaration.)

An invoice provision requiring contractors to submit invoices regularly and for no more than 30-day periods.

A “Termination for Convenience” clause allowing contract termination at any time for any reason.

A reasonable limit on the period of performance for the work to be done.

A subcontract plan including a clear description of the percentage of the work the contractor may subcontract out and limiting use of subcontractors to only those you approve.

The preference that the contractor use mechanical equipment to load and reasonably compact debris into the trucks and trailers.

The requirement that the contractor provide a safe working environment, including properly constructed monitoring towers.

Option of a unit price for extracting from ground and removing FEMA-eligible stumps (only for stumps with diameters larger than 24 inches, measured 24 inches above the ground, and with 50% or more of the root ball exposed), or including all stumps in the unit price.

Requirement that all contract amendments and modifications be in writing.

Requirement that contractor obtain adequate payment and performance bonds and insurance coverage.

PRE-DISASTER AND STAND-BY CONTRACTS CHECKLIST

The solicitation for a pre-disaster contract must adequately define in the proposed scope of work all the potential types of debris, typical haul distances, and size of events for which the contract may be activated.

You may request bids for multiple scenarios for varying sizes of events.

To ensure reasonable debris removal costs, award pre-disaster debris removal contracts based on either unit prices (volume or weight) or time and material.

If the contract is awarded on a time and material basis, it should be limited to no more than 70 hours of actual clearance and removal operations.

After the initial 70-hour period, payment should be on a unit price basis (volume or weight).

AVOIDANCE CHECKLIST

DO NOT: Award a debris removal contract on a sole-source basis.

DO NOT: Sign a contract (including one provided by a contractor) until it has been thoroughly reviewed by your legal representative.

DO NOT: Allow any contractor to make eligibility determinations, since only FEMA has that authority.

DO NOT: Allow any contractor's claim that it "FEMA certified". FEMA does not certify, credential, or recommend debris contractors.

DO NOT: Award a contract to develop and manage debris processing sites unless you know it is necessary, and have contracted the State for technical assistance concerning the need for such operations. Temporary debris storage and reduction sites are not always necessary.

DO NOT: Allow separate line item payment for stumps 24 inches and smaller in diameter: these should be treated as normal debris.

DO NOT: "Piggyback" or utilize a contract awarded by another entity. Piggybacking may be legal under applicable state law; however, the use of such a contract may jeopardize FEMA funding.

DO NOT: Award pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster. Such contracts should have variable mobilization costs depending upon the size of the debris work that may be encountered.

FACT SHEET: DEBRIS OPERATIONS – CLARIFICATION EMERGENCY CONTRACTING VS. EMERGENCY WORK

Response and Recovery Directorate Policy Number: 9580.4

Date Published: January 19, 2001

SUMMARY: Contracting for debris operations, even though it is “emergency work” in FEMA operations, does not necessarily mean the contracts can be awarded without competitive bidding. Applicants should comply with State laws and regulations, but should be aware that non-competitive contracting is acceptable ONLY in rare circumstances where there can be no delay in meeting a requirement. In general, contracting for debris work requires competitive bidding. The definition of “emergency” in contracting procedures is not the same as FEMA’s definition of “emergency work”.

DISCUSSION: There appears to be some confusion regarding the awarding of some contracts, especially for debris, without competitive bidding. The reason cited for such actions is that the contract is for emergency work, and competitive bidding is not required.

Part 13 of 44 CFR is entitled “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”. These requirements apply to all grants and subgrants to governments, except where inconsistent with Federal statutes or regulations authorized in accordance with the exception provisions of Section 13.6. In essence, these regulations apply to all Federal grants awarded to State, tribal and local governments.

Non-competitive proposals awarded under emergency requirements are addressed as follows:

“Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies: (A)

(B) The public exigency or emergency of the requirement will not permit a delay resulting from competitive solicitation.” (44 CFR Part 13.36(d)(4)(1)(B)).” The staff of the Office of General Counsel and the Office of the Inspector General have expressed concern that contracts are being awarded under this section without an understanding of the requirement. Simply stated, non-competitive contracts can be awarded only if the emergency is such that the contract award **cannot be delayed by the amount of time required to obtain competitive bidding**.

FEMA’s division of disaster work into “emergency” and “permanent” is generally based on the period of time during which the work is to be performed, and not on the urgency of that work. Therefore, the award of non-competitive contracts cannot be justified on the basis of “emergency work”, as defined by FEMA. In some situations, such as clearing road for emergency access (moving debris off the driving surface to the shoulders or rights-of-way), or removal of debris at a specific site, awarding a non-competitive contract for site-specific work may be warranted; however, normally, non-competitive bid awards should not be made several days (or weeks) after the disaster or for long-term debris removal. Obviously, the latter situations do not address a public exigency or emergency which “will not permit a delay resulting from competitive solicitation”.

Regarding competitive solicitations, applicants can use an expedited process for obtaining competitive bids. In the past, applicants have developed a scope-of-work, identified contractors that can do the work, made telephone invitations for bids, and received excellent competitive bids. Again, applicants must comply with State and local bidding requirements.

Please remind applicants that no contractor has the authority to make determinations as to eligibility, determinations of acceptable emergency contracting procedures, or definitions of emergency work. Such determinations are to be made by FEMA.

FREQUENTLY ASKED QUESTIONS

Q: How does my community get FEMA funding for debris removal?

A: Local governments and other eligible applicants should contact their State's Emergency Management officials to discuss obtaining, completing and submitting a Request for Public Assistance form. Upon receipt of this request form from the State, FEMA will assign a Public Assistance Coordinator (PAC) to work with each applicant.

Q: Are there specialists that can help my community manage its debris issues?

A: Yes. FEMA has debris specialists that can be mobilized to a declared disaster location to assist applicants with debris management. Contact your State or Tribal Emergency Management Office for assistance.

Q: What kind of debris training is available?

A: FEMA offers an Emergency Management Institute (EMI) Independent Study course, IS 632-Introduction to Debris Operations, which is a CD-ROM computer based training course. Applicants can enroll at www.training.fema.gov/EMIWeb/enroll.htm or by calling the Independent Study office at 301-447-1200. FEMA also provides classroom instruction in debris management for State, Tribal and Local officials at EMI in Emmitsburg, MD. Indiana DHS also provides a two day Debris Management Planning Class (pre-disaster). Call Rosemary Petersen at 317-233-6507 for more information.

Q: Are the costs of contract monitoring eligible for FEMA funding?

A: Yes. Overtime incurred by applicant forces, reasonable costs for contracted debris monitoring services, and costs for temporary monitors hired by the applicant, are eligible for FEMA reimbursement.

Q: If I have an existing T&M contract in place, can I convert it to unit price after 70 hours without re-bidding?

A: No. The T&M contract must be competitively re-bid on a unit price basis. However, if a few hours of work remain, an extension may be provided in order to complete the work.

Q: Does FEMA pay for debris on privately owned land?

A: Generally no, however, disaster-related debris from private property brought to the curbside for public pickup is usually covered.

Q: Does FEMA have to approve my debris removal and disposal contracts?

A: No. FEMA does not approve contracts; however, FEMA can provide technical assistance to applicants regarding proper contracting procedures. Prior to contract execution, it is recommended that you provide a copy of your contract to the State Emergency Management Office and FEMA.

Q: Is debris generated by post-disaster reconstruction activities eligible?

A: No. This type of debris is the owner's responsibility and generally covered by insurance.

Additional Resource Material

The following reference guides can be downloaded from FEMA's website at www.fema.gov/government/grant/pa/padocs.shtm or ordered from the FEMA Publications Office at 800-480-2520:

FEMA 321 - Public Assistance Policy Digest

FEMA 322 - Public Assistance Guide

FEMA 323 - Applicant Handbook

FEMA 325 - Public Assistance Debris Management Guide

Debris Removal From Private Property

Fact Sheet

Prepared By: Recovery Division

Date Prepared: October 21, 2005

Overview

FEMA regulations authorize assistance for debris removal from publicly and privately owned lands and waters when it is in the “public interest” and the work is performed by an eligible applicant who has legal responsibility to do so. State and local governments have inherent legal authority over public property, and FEMA has determined that it is in the public interest to remove disaster-related debris from public property, including public rights-of-way. Therefore, reimbursement for these costs is eligible under the Public Assistance Program. FEMA evaluates requests for reimbursement for debris removal from private property, including gated communities, on a case-by-case basis.

Summary

The removal of debris from private property is the responsibility of the property owner. However, the removal of debris from private property may be in the public interest when it is required to eliminate or lessen an immediate threat to life, public health and safety, or to eliminate immediate threats of significant damage to improved property. FEMA uses this standard to evaluate requests for debris removal from private property, including gated communities, on a case-by-case basis.

In addition to meeting one of the above public interest criteria for private property debris removal, an eligible applicant must demonstrate that it has the legal responsibility to remove the debris. Most state and local governments have procedures codified in statute, ordinance or code that provide for the abatement of health and safety nuisances on private property. In addition, state and local governments usually have certain police powers that authorize a variety of actions to protect its citizens from harm.

Normally, applicants must show that it followed the same procedure described in a statute, ordinance or code for removing private property debris during pre- and post-disaster environments in order to be eligible for assistance. FEMA may not require applicants to precisely apply their pre-disaster abatement process when disasters cause a high concentration of debris on private property over a widespread area presenting an immediate health and safety hazard. In cases where the debris is so widespread, applicants must describe the legal basis they use to exercise their authority and legal responsibility to remove debris from private property. Applicants do not have to precisely follow their nuisance abatement or other ordinances that usually require placement of liens on the properties.

Applicants must submit requests for debris removal from private property along with appropriate documentation to the Federal Coordinating Officer for approval.

Hazardous Stump Extraction and Removal Recovery Policy #9523.11

PURPOSE:

Establish criteria used to reimburse applicants for removing eligible hazardous stumps from public or, where authorized, private property.

SCOPE AND AUDIENCE:

The policy is applicable to all major disasters and emergencies declared on or after the date of publication. It is intended for all personnel involved in the administration and execution of the Public Assistance Program, including applicants.

AUTHORITY:

Sections 403 and 407 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5206, as amended.

BACKGROUND:

Public Assistance regulations authorize reimbursement for the removal of debris from public and private land when it is in the public interest. Such removal is in the public interest when it is necessary to: eliminate immediate threats to life, public health and safety, or eliminate immediate threats of significant damage to improved public or private property; or to ensure economic recovery of the affected community to the benefit of the community at large. Trees that are uprooted during a disaster event such that all or part of their roots are exposed may pose an immediate threat to public health and safety.

POLICY:

When a disaster event uproots a tree or stump (i.e. 50% or more of root ball is exposed) on a public right-of-way, improved public property or improved property owned by certain private nonprofit organization, and the exposed root ball poses an immediate threat to life, public health and safety, FEMA may provide supplemental assistance to remove, transport, dispose, and provide fill for the root cavity of an eligible uprooted tree or stump. The Federal Emergency Management Agency (FEMA) will reimburse applicants reasonable costs for this type of work only when uprooted stumps are more than 24 inches in diameter (measured two feet from the ground), with the consensus of the Applicant and the State, and is approved in advance by FEMA, using the attached Hazardous Stump Worksheet.

If it is necessary to remove an uprooted stump before it can be inspected by FEMA because it poses a threat that must be dealt with immediately, the applicant must submit documentation, to FEMA including photographs, that establishes its location on public property, specifics on the threat, stump diameter measured two feet up the trunk from the ground, quantity of material to fill the hole, and any special circumstances.

FEMA will reimburse applicants for extraction, transport and disposal of stumps with a diameter of 24 inches or smaller at the unit cost rate for regular vegetative debris, using the attached Stump Conversion Table, as such stumps do not require special equipment.

FEMA will reimburse applicants at the unit cost rate (usually cubic yards) for normal debris removal for all stumps, regardless of size, placed on the rights-of-way by others (i.e., contractors did not extract them from public property or property of eligible Private Non Profit organization). In such instances, applicants do not incur additional cost to remove these stumps – the same equipment is used to pick up “regular” debris can be used to pick up these stumps.

If an applicant incurs additional costs in picking up large stumps (over 24 inches in diameter) from rights-of-way, it should complete the Hazardous Stump Worksheet and present documentation to FEMA in advance for consideration. Stumps with less than 50% of their root ball exposed should be cut flush at ground level, and the cut portion included with regular vegetative debris. Straightening or bracing of trees is not eligible for reimbursement.

Debris Operations – Hand-Loaded Trucks and Trailers #9523.12

PURPOSE:

To describe the criteria the Federal Emergency Management Agency (FEMA) will use to reimburse applicants for eligible debris removal accomplished with trucks and trailers loaded physically by hand, rather than with mechanical equipment.

SCOPE AND AUDIENCE:

The policy is applicable to all major disasters and emergencies declared on or after the date of publication. It is intended for all personnel involved in the administration and execution of the Public Assistance Program, including applicants.

AUTHORITY:

Sections 403 and 407 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5206, as amended.

BACKGROUND:

A. Debris removal companies under contract with local governments have frequently supplemented their vegetative debris removal operations by hiring subcontractors who modify their trucks and trailers by extending sidewalls with plywood or other materials to increase the vehicle's load capacity. Because of the tenuous nature of these improvements, operators typically load these vehicles physically by hand. The inefficiencies associated with loading these trucks or trailers by hand, instead of using mechanical equipment, effectively negates the increased capacity advantages of these vehicles. Hand loading cannot achieve compaction levels comparable to mechanically loaded vehicles. Further, the unit cost for transporting debris is based on mechanical loading of trailers and trucks.

B. FEMA performed studies throughout the State of Florida following the four devastating hurricanes in 2004 and determined that a mechanically-loaded vehicle had a weight-to-volume ratio at least twice that of hand-loaded vehicles. In other words, vehicles of the same measured capacity that were loaded by mechanical equipment and reasonably compacted carried at least twice the volume of debris as those loaded by hand. FEMA has therefore determined it is not reasonable to reimburse applicants – for hand-loaded vehicles and mechanically loaded vehicles – at the same rate.

POLICY:

A. Debris monitors located at temporary or final debris disposal sites will reduce the observed capacity of each hand-loaded truck or trailer loaded by 50% because of the low compaction achieved by hand-loading. For example, if a 40 cubic-yard (CY) hand-loaded truck or trailer arrives at a debris management or disposal site, and it appears to be 100 percent full, the actual quantity of debris in the truck or trailer will be recorded as 20 CY $\{(40 \text{ CY} / 2) * 100\}$. In the same manner, if the truck or trailer appears half full, the load will be recorded as 10 CY $\{(40 \text{ CY} / 2) * 50\}$. The maximum amount recorded for a hand-loaded vehicle will be 50% of its measured capacity.

B. FEMA will reimburse applicants on the basis of capacities calculated in VII-A.

Stump Conversion Table

Diameter to Volume Capacity

The quantification of the cubic yards of debris for each size of stump in the following table was derived from FEMA field studies conducted throughout the State of Florida during the debris removal operations following Hurricanes Charley, Frances, Ivan and Jeanne. The following formula is used to derive cubic yards:

$$\frac{\{(Stump\ Diameter^2 \times 0.7854) \times Stump\ Length\} + \{(Root\ Ball\ Diameter^2 \times 0.7854) \times Root\ Ball\ Height\}}{46656}$$

0.7854 is one-fourth Pi and is a constant.

46656 is used to convert cubic inches to cubic yards and is a constant

The formula used to calculate the cubic yardage used the following factors, based upon findings in the field:

- Stump diameter measured two feet up from ground
- Stump diameter to root ball diameter ratio of 1:3.6
- Root ball height of 31"

Stump Diameter (inches)	Debris Volume (Cubic Yards)	Stump Diameter (Inches)	Debris Volume (Cubic Yards)
6	1.3	46	15.2
7	0.4	47	15.8
8	0.5	48	16.5
9	0.6	49	17.2
10	0.7	50	17.9
11	0.9	51	18.6
12	1	52	19.4
13	1.2	53	20.1
14	1.4	54	20.9
15	1.6	55	21.7
16	1.8	56	22.5
17	2.1	57	23.3
18	2.3	58	24.1
19	2.6	59	24.9
20	2.9	60	25.8
21	3.2	61	26.7
22	3.5	62	27.6
23	3.8	63	28.4
24	4.1	64	29.4
25	4.5	65	30.3
26	4.8	66	31.2
27	5.2	67	32.2
28	5.6	68	33.1
29	6	69	34.1
30	6.5	70	35.1
31	6.9	71	36.1
32	7.3	72	37.2
33	7.8	73	38.2
34	8.3	74	39.2
35	8.8	75	40.3
36	9.3	76	41.4
37	9.8	77	42.5
38	10.3	78	43.6
39	10.9	79	44.7
40	11.5	80	56.9
41	12	81	47
42	12.6	82	48.2
43	13.3	83	49.4
44	13.9	84	50.6
45	14.5		

Hazardous Stump Worksheet

Applicant: _____

Date: _____

Applicant Representative: _____

Signature: _____

FEMA Representative (if available)

Signature: _____

State Representative (if available)

Signature: _____

		Description	Hazard		GPS (decimal degree, 00.00000)		Tree Size (Diameter)	Eligible		Fill for Debris Stumps	Comments (See Attached Sketch)
			Yes	No	Latitude (N)	Longitude (W)		Yes	No		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

IMPORTANT

ENVIRONMENTAL REQUIREMENTS

FOR PUBLIC ASSISTANCE/INFRASTRUCTURE PROJECT FUNDING

The applicant MUST obtain and comply with all normally required federal, state and local permits. Copies of permits will be forwarded to FEMA & IDHS. (FEMA will not fund projects without required Department of Natural Resources (DNR) permits.)

The applicant must consult with their IDEM representative concerning the disposal of debris. This includes the possible burning of woody debris, grinding of construction debris and hazardous material pickups. FEMA will not reimburse without the proper permits.

Any changes made to the original scope of work written by FEMA MUST be submitted in writing to the State Public Assistance Officer for approval PRIOR to the start of project. Changes that could have an environmental impact will require additional review and approval by FEMA. *(You will need a DNR permit from Division of Water & State Historic Preservation Office. Contact Div/Water @ 317-234-1107 & SHPO @ 317-232-1646.)*

The applicant MUST provide a detailed project description, location and site maps, plans, bid documents and/or cost estimates, coordinates, photos, engineering studies and **copies of any existing permits and/or approvals** for extensive Debris Removal Operations to IDHS/FEMA.

The applicant MUST identify any work that will take place in the floodplain or wetlands PRIOR to the start of work.

If repairs have begun, the applicant MUST cease construction immediately and begin the process described above.

Failure to comply with any of these requirements may jeopardize the applicant's ability to receive federal funding for their project. See Federal Environmental Laws: NEPA, Clean Air Act, Clean Water Act, CBRS, Resource Conservation & Recovery Act, Endangered Species Act, National Historic Preservation Act, Fish & Wildlife Coordination Act, etc.

Emergency Debris Management Site Certification Form - Indiana Severe Storm FEMA- -DR-IN

This form is a checklist for local officials who want to apply for FEMA funding for debris management activities which requires compliance with all Federal, state, and local environmental regulations. The completion of this form will facilitate the Federal Emergency Management Agency's environmental and historic preservation review as required by law. **The Indiana Department of Environmental Management requires all debris, other than woody vegetation, be disposed of in a State Permitted landfill.**

Applicant (Agency): _____

Address: _____ City: _____ Zip Code: _____

Telephone #: _____ Fax #: _____ County: _____

IDEM approves of the woody debris management methods below. Please check method(s) used:

- ☐ Leaving the debris as is, either on site or moving it to another location with property owner approval.
- ☐ Chipping or reduction on site and returning to the place of generation.
- ☐ Chipping or reduction on site and leaving for local residents to recycle and/or use for firewood.
- ☐ Hauling to municipal solid waste landfills, transfer facilities, or composting facilities.
- ☐ Burning of woody debris requires a burn permit from IDEM's Office of Air Quality. Contact Herm Carney (IDEM Air Quality Compliance) 317-232-8440 for information on burn permits.
- ☐ Other: _____

IF WASTE, OTHER THAN WOODY VEGETATION IS STAGED OR STOCKPILED AT A SITE OTHER THAN A PERMITTED TRANSFER STATION OR LANDFILL, COMPLETE THE REMAINDER OF THE FORM AND CONTACT: ANGIE LEE, IDEM AGRICULTURAL AND SOLID WASTE COMPLIANCE SECTION, AT (317) 308-3045 FOR SITE INSPECTION. IF NO STAGING SITE IS USED, ONLY APPLICANT SIGNATURE IS NEEDED BELOW.

Staging or Disposal site: GPS Lat-Long _____

Directions to Site: _____

Requirements for Emergency **NON-Woody** Debris Staging Sites

Failure to comply with environmental requirements may jeopardize funding.

- ☐ Located above the 100-year floodplain and outside of wetlands. (The floodplain map used for locating the site shall be an original Flood Insurance Rate Map prepared by the Federal Emergency Management Agency, a copy of the flood Prone Area Map prepared by the US Geological Survey or a National Wetlands Inventory map that depicts the limits and elevations of any 100 year floodplain or wetland on or adjacent to the proposed site.)
- ☐ Located at least ¼ mile from a public or private water supply (surface or ground).
- ☐ The site has security to minimize uncontrolled dumping of solid waste.
- ☐ Provisions are in place to ensure that regulated hazardous waste, radioactive waste, regulated polychlorinated biphenyls (PCB) wastes or regulated infectious wastes are excluded.
- ☐ If any debris is taken to a transfer station or landfill, it must be a state permitted solid waste facility.
- ☐ All debris management practices must follow applicable regulatory requirements regarding storage, transportation, treatment, and disposal.

I certify that _____ has complied with all the above conditions:

Applicant's Representative

Print

Sign

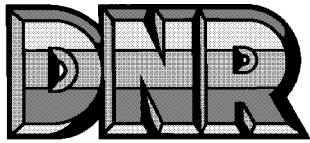
Date

Indiana Department of Environmental Management Certification

I certify that the above referenced site meets all requirements of the Indiana Department of Environmental Management.

IDEM Official's Signature

Date



Division of Water

Date: August 7, 2003

To: Joe Hudick, FEMA

From: Andrea Gromeaux, Section Manager, Technical Services Section

RE: General Guidelines for Flood Damaged Stream Crossings

This is in response to your questions concerning permitting requirements under the Flood Control Act, IC 14-28-1 (Construction in a Floodway). You indicated in the phone conversation with me that you were interested mainly in information for stream crossing replacements and repairs. Below is detail information on General Licenses and Exemptions for stream crossings. If the project does not meet one of these exceptions to the Flood Control Act, prior approval from the Department will be required, please refer to Q#3.

Q#1 Which stream crossings do not need a permit?

Option #1: < 1 sq mile Drainage Area

Pursuant to 312 IAC 10-1-2(c) A Construction in a Floodway permit is not required on projects whereby the drainage area above the site is less than 1 square mile unless a dam is to be constructed as regulated under IC 14-27-7.5.

Option #2 General License criteria for State or County Highway Bridges in Rural Areas:

The Flood Control Act (IC 14-28-1) contains a provision which exempts certain bridge projects from its permitting requirement. Specifically, the Act states:

*"A permit is not required for ... a construction or reconstruction project on a **state or county highway bridge** in a rural area that crosses a stream having an upstream drainage area of ... 50 square miles or less ... "Therefore, in order for a bridge project to be exempt, it must:*

- Be a state or county highway department project;
- Be a bridge;
- Be located in a rural area; and
- Cross a stream having an upstream drainage area of less than 50 square miles.

The initial criterion is very specific - the structure must be a state or county highway department project.

The second requirement mandates that the project be a bridge (for this provision, the Department of Natural Resources considers a culvert to be a bridge). Projects such as bank protection, spoil disposal, borrow pits, etc. are not automatically exempt. Anyone proposing to undertake a non-bridge related activity should consult with the Division of Water's Technical Services Section staff at 317-232-4160 regarding the applicability of the exemption prior to initiating work.

The third criterion states that the project must be located in a rural area. The phrase "rural area" is defined as an area:

- where the lowest floor elevation, including a basement, of any residential, commercial, or industrial building impacted by the project is at least 2 feet above the 100 year flood elevation with the project in place;
- located outside the corporate boundaries of a consolidated or an incorporated city or town; and
- located outside of the territorial authority for comprehensive planning (generally, a 2 mile planning buffer around a city or town).

The final criterion limits the exemption to a project crossing a stream having an upstream drainage area of less than 50 square miles. The drainage area includes all land area contributing to runoff above the project site and is determined from the United States Geological Survey 7½ minute series quadrangle maps. The Department of Natural Resources will determine the drainage area upon written request.

Note: This exemption only applies to the Flood Control Act. If a bridge is to be constructed over a navigable waterway, or over or near a public freshwater lake, a permit will be required.

Q#2: Where can log jams/debris be removed from the floodway without obtaining a Construction in a Floodway permit?

General License criteria for Log Jam/Debris Removal under stream crossings:

312 IAC 10-5-7 Exemption from licensing requirements for qualified logjam and sandbar removals from beneath bridges

Authority: IC 14-10-2-4; IC 14-28-1-5

Affected: IC 14-28-1; IC 14-29-1

Sec. 7. A person is exempted from the licensing requirements under IC 14-28-1, IC 14-29-1, 312 IAC 10-4, and 312 IAC 6 for the removal of logjams and sandbars beneath or adjacent to a bridge where:

- *Equipment is operated from the bridge or the bank within the right-of-way, with no equipment placed in the river or stream;*
- *An access corridor for the placement of equipment extends no more than fifty (50) feet beyond the right-of-way; and*
- *The logjam or sandbar to be removed is located partially or exclusively within the right-of-way.*

(Natural Resources Commission; 312 IAC 10-5-7; filed Jul 5, 2001, 9:12 a.m.: 24 IR 3397, eff Jan 1, 2002)

Q#3: How long will the permit process take if a Construction in a Floodway permit is required, including those stream crossings that have already been replaced or repaired?

Replacing an existing stream crossing with an inadequately sized structure can dramatically affect the existing flood profile of the waterway, potentially resulting in an increase of future flood stages. Therefore, the Division's review of these structures can be very comprehensive.

If the replacement or repairs of a state, county, or city stream crossing are a direct result of the July 2003 flood in a declared disaster county, the Department will attempt to process requests for permits within 2 weeks from the date the **applicant has submitted all required administrative and technical information. We will process requests for permits in this manner provided the applications are received by October 1, 2003.** A list of the required information is outlined below.

Required administrative and technical information includes:

- Non-Refundable Application Fee of \$200.00
- Proof of Public Notice
- Completed and signed application form
- Site Map
- Disturbed Area Map

For Bridge structures:

Typical cross section of existing structure showing:

1. dimensions of waterway opening,
2. elevation of the top of road profile (top of road profile should be extended to an elevation that exceeds the 100 year elevation at the site and in the same datum used to establish the 100 year flood elevation at the site, if available),
3. elevation of low chord of the bridge.

Typical cross section of proposed structure showing:

1. dimensions of waterway opening,
2. elevation of the top of road profile; (top of road profile should be extended to an elevation that exceeds the 100 year elevation at the site and in the same datum used to establish the 100 year flood elevation at the site, if available),
3. elevation of low chord of the bridge

For Culvert structures:

Typical cross section of existing channel showing:

1. channel bottom
2. sideslope
3. top of bank and overbank areas extended to the elevation equal to the 100-year flood or the highest recorded historic flood elevation

4. elevation (in the same datum used to establish the 100-year flood elevation at the site) of the top of road profile; top of road profile should be extended to an elevation that exceeds the 100 year elevation at the site and in the same datum used to establish the 100 year flood elevation at the site, if available)

Plans showing the existing culvert(s) conditions including:

1. Number of culverts(s), shape, size, and material of culvert(s)
2. Length(s) and skew
3. Upstream and downstream elevations of the bottom of culvert(s) (invert) and top of culvert(s) (apex)
4. Percent slope of culvert(s)
5. Type of upstream headwall

Plans showing the proposed culvert(s) conditions including:

1. Number of culverts(s), shape, size, and material of culvert(s)
2. Length(s) and skew
3. Upstream and downstream elevations of the bottom of culvert(s) (invert) and top of culvert(s) (apex)
4. Percent slope of culvert(s)
5. Type of upstream headwall

In addition, for some scenarios including but not limited to the following, a hydraulic computer model **may be** required to determine the impact on the 100-year flood elevation for a bridge or culvert replacement.

- Road Widening
- Replacement structure will block more flow area
- Raising the approach roads in areas where road overflow was needed to convey floodwaters
- Proposed structure opening is smaller than the existing structure opening
- Replacing a bridge with a culvert

If a hydraulic computer model is necessary to determine the project's floodway impact, the applicant is required to submit the required modeling to the Division of Water. Refer to the General Guidelines for the Hydrologic-Hydraulic Assessment of Floodplains in Indiana on the Division's website at www.in.gov/dnr/water or contact the Division for further information on model type, requirements and submission format. The Division's website also contains copies of modeling submitted to or developed by the Division for previous permit application reviews and floodplain determinations. You should refer to the listing for previous modeling. However, please be aware that it is your responsibility to confirm that any modeling you use or submit for review is consistent with current Division of Water modeling procedures, as described in the Guidelines. In addition, you must review any previous modeling or data used to see that it accurately represents the site conditions at each cross section. For your information, an increase in the 100-year flood elevation of 0.15' or more is defined by administrative rule as an adverse impact. If the hydraulic analysis indicates that your project will result in such an increase, the project will either require revision to an acceptable form or the application will be denied. If you have any questions concerning hydraulic modeling, please contact: the Engineering Services Section, Division of Water (317) 232-4160 or 1-877-WATER55.

If a hydraulic computer model is required, the value for the 100-year discharge must be verified by the Division of Water. If the hydraulic computer model is submitted to the Division of Water without an approved discharge, and the model discharge is incorrect, the model will be returned for correction without further review. Once the corrected model is re-submitted, the engineering assessment of the model for the application will be completed. The Division of Water will determine the appropriate 100-year discharge for your site upon request. If a Coordinated Discharge exists at the site, prior approval from the Division of Water is not necessary. Coordinated Discharges can be found on the Division's website at www.in.gov/dnr/water.

Q#4: Can riprap under the structure be replaced and/or minor repairs to the structure be completed without prior approval from the Division of Water?

Placement of riprap or glacial stone to repair scour around bridge piers and abutments and restoration of eroded streambanks within the bridge right-of-way can be completed without prior approval provided there is no reduction of the designed waterway opening of the stream crossing.

Resurfacing of the bridge deck and/or the approach roads is permissible without a permit from the Division provided the top of road profile is not raised above the original road surface design elevations.

If you have any questions or need further clarification, please contact me or George Bowman at 1-877-928-3755 or 1-317-232-4160. For more information and filing an online permit application go to DNR's website at <http://www.IN.gov/dnr/water>

DOCUMENTING DISASTER COSTS

A. GENERAL

Following a major disaster, federal funding may be available to help local governments repair or replace damaged facilities. The primary reason that local governments fail to receive reimbursement is the lack of properly documented disaster costs. Since federal payments are based on Project Worksheets, final inspections and audits, the proper documentation of costs is an absolute requirement. It is not enough just to complete the disaster-related work - that work must be fully and accurately documented!

The work most often performed under this plan is Emergency Work. This work is performed immediately to save lives, to protect property, for public health and safety, and/or to avert or lessen the threat of a major disaster. Emergency work contains two categories: Debris Clearance (Category A) and Protective Measures (Category B).

It is possible that certain types of claims may be made under Permanent Work categories. For example, certain damages or losses of facilities and equipment may fall into the Permanent Work categories.

1. Eligibility

To meet eligibility requirements for reimbursement, an item of work must:

- Be required as the result of the emergency or disaster event.
- Have been requested by the impacted jurisdiction.
- Be located within a designated emergency or disaster area.
- Be the legal responsibility of the eligible applicant.

Fire service resources activated by this plan must submit reimbursement claims to the impacted jurisdiction(s).

B. SPECIFIC

Documentation should begin immediately during the response to the disaster. The work done for such things as debris removal and emergency protective measures should be documented. A separate file folder should be set up for each location where work is being done. Later, as Project Worksheets are completed, a separate folder should be established for each Project Worksheet. Place the Project Worksheet in its own folder along with all supporting documents to verify claim for potential reimbursement. If in doubt about starting a new folder, start a new folder. It is easier to consolidate folders than it is to separate documentation into new folders

Basically, there are two ways to complete items of work: one is by contract, and the other is by force account (using personnel, equipment, and materials belonging to the jurisdiction). The proper documentation in each case is described below.

1. Force Account Work

Prior to or immediately after a disaster occurs, someone should be appointed to start keeping a record of costs. Ideally, this person should have been designated and trained in advance. In addition, the person picked should attend the Applicant's Briefing that the state and federal officials will conduct.

If temporary workers or extra help are hired to complete items of work (which is frequently done for emergency work such as debris removal), they must be placed on the payroll and the job, wages, and period of employment must be recorded. The procedures for placing temporary workers on the payroll during an emergency should be planned in advance. Notate these workers as temporary or extra hire on your documentation if you are the Applicant.

When a resource (personnel, materials and/or equipment) is used from another jurisdiction, (mutual aid), the resource must be documented and paid for as contract work to qualify for reimbursement. Invoices are required to show a description of the resource, dates the resource was used, name of the jurisdiction providing the resource, an invoice number, and cost of the resource.

Guidelines for documenting and organizing costs are outlined below.

a. Files

After a presidential declaration, there will be a kickoff meeting conducted by the Federal Public Assistance Officer. Guidance will be provided at this meeting for the formulation of Project Worksheets. The jurisdiction may then write their own Project Worksheets without having to wait for the FEMA/State personnel to write the Project Worksheets. Technical Assistance to write the Project Worksheets may be requested from local, state and federal officials. Approval of the Project Worksheets may not be received until several weeks after the disaster. In the meantime, emergency work must be started.

The problem is how to keep a separate record of costs for each project when it is not known what each project will cover. One way to accomplish this is to establish, immediately after the disaster, a separate folder for each emergency work project that must be done before project approval is received. For example, damage to three streets should have a separate folder set up for each street, not one folder for all three streets. If several buildings require repairs (such as repairing roofs to prevent further rain damage), set up a folder for each building. When the Project Worksheets are completed and approved, a permanent folder can be established for each project. It is easier to combine information from several folders than to separate information out of one folder.

b. Labor

Permanent and temporary employees must be on the payroll in order to be reimbursed for their work on disaster projects. The payroll records must show the pay period, employee name, job classification, number of hours worked each day, total hours worked for the pay period, rate of pay (regular and overtime), and total earnings. Most established payroll systems already include this information.

The records must also show which project the employee worked on each day and each hour if he/she worked on more than one project in a single day. Claims for labor must be documented for each project **individually**.

Only the actual hours worked beyond the regular duty time, either overtime or regular time hours, can be claimed for FEMA category A and B (Emergency Work). Standby time is not eligible for reimbursement. If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, these payments must be in accordance with rates established prior to the disaster (i.e. Collective Bargaining Agreement). Volunteer firefighters activated by this plan may submit claims to the impacted jurisdiction(s) for reimbursement at the rate of \$8.00 per hour. the claim for reimbursement of all personnel costs will be for hours

actually worked in excess of a two-hour response. If volunteers are not normally paid, FEMA may offset the non-federal portion of the emergency work by granting credit for eligible donated labor, equipment and materials.

The time records must show how much time the employee worked on the disaster projects. Overtime must be shown on the records as being disaster related. Overtime pay must be in accordance with policies and practices in use by the jurisdiction before the disaster. That means that pay for overtime worked during a disaster cannot be claimed if overtime is not paid for extra hours worked prior to the disaster.

Procedures must be set up to record each day to show which employees worked on each disaster-related job, for how long, and what he or she did. The Force Account Labor Summary Record is needed for this purpose (*see Exhibit 1*). The record sheets should be used by the supervisor of each work crew and turned into the designated record keeper. The record keeper should also prepare the Fringe Benefit Rate Sheet (*see Exhibit 2*).

If an employee worked on two or more projects on the same date, the supervisor should turn in a separate Forced Account Labor Record for each project. These Force Account Labor Records are to be filed in the proper project folders.

There is no reimbursement for volunteer labor (other than Volunteer Firefighters as mentioned above). However, it is important to keep a record of volunteer labor if claims for equipment hours used by volunteers are being made.

The following notes are offered to assist the fire service regarding reimbursement procedures:

- Because of the availability of a number of different possible funding programs at the state and federal level, no one procedure for filing reimbursement claims can be prescribed.
- The one procedure that can be consistent for preparing for of all claims is the documenting procedure.
- It is very important, especially for FEMA claims, that written mutual aid agreements be executed prior to a disaster. The Plan must be adopted by the local jurisdiction(s) prior to the incident. The crucial points that the agreement must contain are: 1) the terms for charges for mutual aid; and 2) there is no contingency clause, i.e. "Payment will be provided only upon receipt of funding from FEMA."
- The language of the "Reimbursement Procedure" and the "Documenting Disaster Costs" has been researched with the Indiana Department of Homeland Security Response and Recovery Branch Division to insure compatibility and accuracy.
- The Response and Recovery Branch Division of the Indiana Department of Homeland Security can be an important resource to help match reimbursement claims with the best available funding source.
- Additional information is available from FEMA's "Public Assistance Guide" (FEMA 322) and FEMA's "Public Assistance Policy Digest (FEMA 321).

c. Equipment

Equipment used on each project (both owned and rented) must be documented. Specifically, the documentation must show the Project Number, date used, FEMA code (if known), equipment description, operator, hours used each day, cost per hour, and total cost for each piece of equipment. **Equipment not in actual use is considered standby and is not eligible for reimbursement.** Use the Force Account Equipment Record (*see Exhibit 3*) or the Rental Equipment Summary Record (*see Exhibit 4*) to document the use of the equipment. Place the forms in each project folder immediately upon starting work. Operator costs associated with the

use of equipment should be reported separately as part of the labor costs on the Force Account Labor Record unless the rental charge included the operator.

If the equipment is rented, the rental invoices must show the type of equipment, date and hours used, rate per hour (with or without operator), total cost, vendor name, invoice number, amount paid, and check number. This information is recorded on the Rented Equipment Summary Record (*see Exhibit 4*). Include a copy of invoice(s) and proof of payment(s) with submission. Repair costs for rental equipment are not reimbursable.

Rates claimed for forced account equipment should correspond to those approved on FEMA's "Schedule of Equipment Rates". (See the end of this book for the current Schedule of Equipment Rates.) Preparing a list in advance of all available force account equipment showing the make, model and other specifications will facilitate the determination of the correct rate to charge. If a piece of equipment is used which is not listed on the rate schedule, FEMA will determine an applicable rate. However, having a record of the make, model number, and any other pertinent information will help in establishing the rate.

Equipment that is damaged and/or lost during disaster incidents may be eligible for reimbursement. The damage and/or loss must be documented along with sufficient supportive documentation such as video and/or photographs. Factors such as insurance, salvage, and age of the equipment (a Blue book type of figure) will also be considered as a part of the review of the claim. If the documentation is not comprehensive, detailed and accurate, portions of the claim and possibly the entire claim may be disallowed.

d. Materials and Supplies

A record of materials and supplies purchased or taken from stock must be kept for each project. Specifically, the documentation must show the name of the vendor, description of the material, quantity, unit price, total price, date of purchase, date used and whether purchased or taken from stock. The Material Summary Record (*see Exhibit 5*) can be used to record this information. Claims for materials taken from stock must be supported either by copies of the original purchase invoice or the invoice for replacement of the materials. Invoices for the materials must show the date paid, the amount paid and the check number and should be placed in the appropriate project folder. Include copies of invoice(s) and proof of payment(s) with submission.

2. Contract Work

The folder for each project that involves contract work must contain a copy of the contract and all invoices for that project. Each invoice must include a description of the work done, date of the work, name of the contractor, an invoice number, and amount billed. The Contract Work Summary Record (*see Exhibit 6*) is used to record this information. The folder must also contain a copy of the contract advertisement, a list of bidders, and proof that the work was awarded to the low bid contractor. If the low bid is not accepted (there can be some acceptable reasons for not taking the low bid), it must be documented why the bid was not accepted and that information must be placed in the project folder. The contract may be awarded to the next lowest bidder who is able to meet the terms of the contract. If the contract is significantly more than the approved Project Worksheet amount, the Ohio Emergency Management Agency should be notified. **CAUTION: FEMA will not reimburse costs for cost-plus-percentage-of-cost contracts or any contract where payment for work is contingent upon federal reimbursement.** Any work done by either type of contract will be ineligible and no federal funds will be paid for the work. Include copies of contracts, invoices and proof of payment with submission.

C. GENERAL DOCUMENTATION REQUIREMENTS

The dates used on all documentation must be within the allowable time period for each project. This period is from the date of the disaster to the completion date of the work as shown in the Project Application. It is important that the dates on our supporting documentation agree with the project dates and final inspection. In other words, if 50 percent of the work was completed (as shown on the Project Worksheet) when the Project Worksheet was written, 50 percent of the work and costs must be shown between the date of the disaster and the date the Project Worksheet was prepared. The other 50 percent must be between the Project Worksheet date and the completion date shown on the final inspection report.

The approved Project Worksheet will show a total amount approved for each job. However, do not restrict the supporting documentation to these amounts. Overruns on large projects will be considered on a case-by-case basis for reasonable costs. Significant cost overruns on small projects will be considered in relation to the net overrun on all small projects. All overruns should be reported to the IDHS as soon as possible. This step is critical because early approval of overruns is necessary. If a large overrun is not approved, reimbursement will not cover the overrun.

FEMA will reimburse only for repairs included in scope of work on the Project Worksheet. If it is decided to change to an alternate project, FEMA approval is required. Immediately inform the IDHS of any proposed changes and justification for those changes. FEMA will reimburse only for repairs included in scope of work on the Project Worksheet. If it is decided to change to an alternate project, FEMA approval is required. Immediately inform the IDHS of any proposed changes and justification for those changes. FEMA must approve of alternate and/or improved projects prior to engaging in the work due to National Environmental Protection Act compliance or other clearances/requirements.

D. AVAILABLE ASSISTANCE

Contact the local Emergency Management Director who will arrange for technical assistance with the documenting of damage costs through the Indiana Department of Homeland Security Response and Recovery Division.

Remember, reimbursement is tied to documentation. Good records must be kept!

MEMORANDUM

TO: PUBLIC ASSISTANCE PROGRAM APPLICANTS

FROM: ROSEMARY PETERSEN, STATE PUBLIC ASSISTANCE OFFICER

SUBJECT: APPLICANT'S LARGE PROJECT CHECKLIST

DATE:

On the following page is a new item we have developed to simplify the process of administering a Large Project Worksheet (PW) under the Public Assistance Program (PA). We have developed a checklist to assist you with the process of gathering and forwarding the documentation that is relevant to the monitoring and closure of a Large Project.

The checklist is designed to inform PA applicants of information and documents necessary to allow for the timely closure of a Large Project. It is especially important that a Narrative or Cover Letter be part of your final claim package. Please see the checklist for information required within the Narrative. Also, please note that we will conduct a Site Visit with you only AFTER we have received all necessary documents.

I cannot stress enough the following two points that are relevant to **all** Project Worksheets:

1. If for any reason you find it necessary to consider modifying the SCOPE OF WORK approved within the PW you **MUST** contact the IDHS Public Assistance Program Director **PRIOR** to beginning work. This is also the case if site conditions encountered during work necessitate a change that exceeds the Scope of Work. **Providing this information prior to beginning work is vital to ensuring environmental and/or historical compliance AND retention ALL federal funds.**
2. If contract services are to be used for all or a portion of the MODIFIED work please call us prior to beginning work and be prepared to fax/mail related documents as they become available.

If you have any questions please call the State Public Assistance office at 317-233-4626.

Public Assistance Program Applicants Large Project Checklist

Applicants:

The following is a general outline of documentation required for the closeout of Large Project's. Indiana DHS will schedule and perform a Final Inspection with you **only after** the appropriate documents have been mailed to the Indiana DHS. All documentation requiring a certification (Example: Summary Forms) is to be signed by your Authorized Agent. **If considering any changes/modifications to the approved Scope of Work contact this office immediately.**

General Outline of Documentation Required For Closeout

_____ **Project Narrative (Cover Letter) Content**

1. Description of actual work completed
2. Any changes/modifications from the approved scope of work
3. Itemize total expenses (Engineer Estimates, Bid Form, Bid Tabulation)

Contract Services

and/or

Force Account Services

_____ **Proof of Competitive Bid**

1. Advertisement
2. Solicited bids

_____ **Force Account Summary**

_____ **Force Account Labor**

_____ **Copy of Contractor Proposal(s)**

1. Estimates
2. Bid Tabulation

_____ **Force Account Materials**

_____ **Rented Equipment**

_____ **Contract awarded to the lowest Bid**

_____ **Contract Invoices**

_____ **If No, documentation explaining**

_____ **Copy of checks paid**

_____ **Awarding the Contract**

1. Resolution
2. Signed Contract
3. Meeting Minutes

_____ **Copy of Invoices**

_____ **Proof of Payment**

1. Cancelled Check
2. Purchase Order

_____ **Photo Documentation, if available**

Submission of Documentation:

Please mail the appropriate documentation to:

Rosemary Petersen, PA Program Director
Indiana Department of Homeland Security

Public Assistance Program

302 W Washington Street Room W046
Indianapolis, IN 46204-2739

Phone: 317-233-6507

Toll Free: 800-669-7362

Fax: 317-232-4987

LARGE PROJECT CLOSEOUT DOCUMENTATION

1. A letter to the State PAO requesting and identifying the overrun/under-run amount requested or that nothing is needed other than closeout with no change in amount. If more than one closeout action is requested, very clearly separate the individual actions requested.
2. A summary sheet identifying documented sub-total cost for various eligible expenses, e.g. force account labor, material, equipment and materials; contract costs by contract.
3. Identify what portion of the total claimed costs were documented as “work completed” at time of inspection.
4. Backup documentation to support the summary sheet totals.
5. Clearly marked and properly collated supporting documentation, e.g. tabbed, stapled or clipped, so that the FEMA closeout person can quickly cross-reference elements and spot-check/verify requested amounts.
6. Documentation to support any of the base data that was used to establish reimbursement basis, e.g. fringe rate calculations or equipment rates.
7. Copies of any and all required permits, insurance commitments or any other, not previously submitted verification of satisfaction of any requirements reflected in the PW.
8. Identify if this action closes the applicant for that disaster. **Enclose the completed, signed and dated P-4, Project Completion & Certification Report.**

SMALL PROJECT CLOSEOUT DOCUMENTATION

1. Small projects are paid based on the completion of the scope of work written for the project. This may not always be the same as the estimated cost. Documentation is required to show completion of scope of work. Payment is based on the estimated cost shown on the P-4.
2. Same as large Project Closeout except disregard (1).
3. For (1) a letter to the State PAO requesting additional funding for small project overruns must include documented totals for all small projects. If there is still a significant overrun cost after totaling all small projects, clearly identify the “overrun” costs you are requesting

Notes

RECORD KEEPING FORMS AND INSTRUCTIONS

Introduction

It is essential that the expenses incurred in disaster response and recovery be accurately documented. Accurate documentation will help:

1. Recover all eligible costs.
2. Have the information necessary to develop Project Worksheets.
3. Have the information available for the state and FEMA to validate the accuracy of small projects.
4. You will be ready for any state or federal audits or other program or financial reviews.

There are many ways to maintain documentation. What is important is to have the necessary information, readily available and that this information is in a usable format. The records for the documentation must be assembled under the Project Number as shown on FEMA's Project Worksheet. The Public Assistance Coordinator assigns project numbers.

Six record forms have been developed to assist in the organizing of the project documentation. Other systems can be used if the system will provide the required information.

The forms are:

1. **Force Account Labor Summary Record** (Exhibit 1) -- used to record personnel costs.
2. **Fringe Benefit Rate Sheet** (Exhibit 2)-- used to record benefit costs.
3. **Force Account Equipment Summary Record** (Exhibit 3) -- used to record your equipment use costs.
4. **Rented Equipment Summary Record** (Exhibit 4) -- used to record the costs of rented or leased equipment.
5. **Material Summary Record** (Exhibit 5) -- used to record the supplies and materials that are taken out of stock or purchased.
6. **Contract Work Summary Record** (Exhibit 6) -- used to record the costs or work that is done by contract.

Exhibit 1

FORCE ACCOUNT LABOR SUMMARY RECORD INSTRUCTIONS

Force Account is the term to refer to the jurisdiction's own personnel and equipment. Keep the following points in mind when compiling force account labor information:

- ☐ Record regular and overtime hours separately.
- ☐ Record the benefits separately for regular and overtime hours. Most overtime hours include fewer benefits than regular hours.
- ☐ Attach a Fringe Benefit Rate Sheet giving a breakdown of what is included in the jurisdiction's benefits. By percentages, e.g., Social Security – 15.2%, Workman's Compensation – 4.3%, insurance – 18.5%, etc. Use an average rate if there are different benefit rates for different employees.

Complete the Force Account Labor Summary Record as follows:

☐ **Heading:**

- ☐ **Applicant:** Enter the jurisdiction's name.
- ☐ **Paid:** Enter the date these wages were paid.
- ☐ **PW#:** Enter the Project Worksheet Number that this record covers.
- ☐ **Disaster Number:** Enter the assigned Disaster Number.
- ☐ **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
- ☐ **Category:** Enter the category of work being done, e.g. A, B, C, etc.

☐ **Detail Section:**

- ☐ **Name:** Enter the names of the employees who worked on the project.
- ☐ **Job Title:** Enter the job title of each employee who worked on the project.
- ☐ **Reg:** Enter the regular hours that each employee worked on the project.
- ☐ **OT:** Enter the overtime hours that each employee worked on the project. **REMINDER: The only overtime that is eligible for reimbursement is overtime for emergency work. Record both regular and overtime hours, so that personnel hours can be compared with equipment use hours, if necessary.**
- ☐ **Date:** Enter the days date in the space at the top of each column.
- ☐ **Hours Worked:** Enter the hours worked by each employee, regular hours and overtime hours, in the blocks below the date worked.
- ☐ **Total Hours:** Add up the regular hours and enter the total. Add up the overtime hours and enter.
- ☐ **Hourly Rate:** Enter the regular hourly rate for each employee and enter the overtime rate for each employee.
- ☐ **Benefit Rate:** Enter the appropriate benefit rate from the Totals line on the Fringe Benefit Rate Sheet.
- ☐ **Total Hourly Wages:** Multiply the Hourly Rate by the Benefit Rate to get an hourly benefit rate. Add the hourly rate to the hourly benefit rate and enter that total.
- ☐ **Total Costs:** Multiply the Total Hours by the Total Hourly Wage and enter that total.

☐ **Totals Section:**

- ☐ **Total Force Account Labor – Regular Time:** Add up the Regular time Total Costs and enter.
- ☐ **Total Force Account Labor – Over Time:** Add up the Overtime Total Costs and enter.
- ☐ **Total Force Account Labor:** Add the Regular time total to the Overtime total and enter.

Jurisdiction		FORCE ACCOUNT LABOR SUMMARY RECORD				Page _____ of _____							
Applicant		Paid		PW #	Disaster Number								
Location/Site				Category	Period covering to								
Description of work performed													
		Dates and Hours worked each week							Costs				
		Date							Total Hours	Hourly Rate	Benefit Rate %	Total Hourly Wage	Total Costs
Name		Reg								\$	%	\$	\$
Job Title		OT								\$	%	\$	\$
Name		Reg								\$	%	\$	\$
Job Title		OT								\$	%	\$	\$
Name		Reg								\$	%	\$	\$
Job Title		OT								\$	%	\$	\$
Name		Reg								\$	%	\$	\$
Job Title		OT								\$	%	\$	\$
Name		Reg								\$	%	\$	\$
Job Title		OT								\$	%	\$	\$
Name		Reg								\$	%	\$	\$
Job Title		OT								\$	%	\$	\$
									Total Force Account Labor - Regular Time			\$	
									Total Force Account Labor - Overtime Time			\$	
									Total Force Account Labor			\$	
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.													
Certified		Title						Date					

Exhibit 2

FRINGE BENEFIT RATE SHEET INSTRUCTIONS

Fringe Benefit Calculations:

Fringe benefits for force account labor are eligible for reimbursement. Fringe benefits for overtime will be significantly less than for regular time, except for extremely unusual cases. The following steps will assist in calculating the percentage for fringe benefits paid on an employee's salary. Note that items and percentages will vary from one entity to another.

1. The normal year consists of 2080 hours (52 weeks X 5 workdays/week X 8 hours/day). This does not include holidays and vacations.
2. Determine the employee's basic hourly pay rate (annual salary / 2080 hours).
3. Fringe benefit percentage for vacation time: Divide the number of hours of annual vacation time provided to the employee by 2080 e.g. (80 hours (2 weeks) / 2080 = 3.85%).
4. Fringe benefit percentage for paid holidays: Divide the number of paid holiday hours by 2080 e.g. (64 hours (8 holidays) / 2080 = 3.07%).
5. Retirement Pay: Because this measure varies widely, use only the percentage of salary matched by the employer.
6. Social Security and Unemployment Insurance: Both are standard percentages of salary.
7. Insurance: This benefit varies by employer. Divide the amount paid annually by the jurisdiction by the basic pay rate determined in Step 2. Then divide the result by 100 to determine the correct percentage rate.
8. Workman's Compensation: This benefit also varies by employee. Divide the amount paid annually by the jurisdiction by the basic pay rate determined in Step 2. Then divide the result by 100 to determine the correct percentage rate.

Note: Typically, the same rate should not be charged for regular time and overtime. Generally, only FICA (Social Security) is eligible for overtime; however, some entities may charge retirement tax on all income.

Sample Rates:

Although some rates may differ greatly between jurisdictions due to their particular experiences, the table below provides some general guidelines that can be used as a reasonableness test to review submitted claims. These rates are based on experience in developing fringe benefit rates for several state departments, the default rate used for the State of Florida, following Hurricane Andrew (August 1992), and the review of several FEMA claims. The rates are determined using the gross wage method applicable to the personnel hourly rate (PHR) method. The net available hours method would result in higher rates.

Paid Fringe Benefits:

FICA (Social Security Matching)	7.65%	(or slightly less)
Retirement – Regular	17.00%	(or less)
Retirement – Special Risk	25.00%	(or slightly less)
Health Insurance	12.00%	(or less)
Life & Disability Insurance	1.00%	(or less)
Worker's Compensation	3.00%	(or less)
Unemployment Insurance	0.25%	(or less)

Leave Fringe Benefits:

Accrued Annual Leave	7.00%	(or less)
Sick Leave	4.00%	(or less)
Administrative Leave	0.50%	(or less)
Holiday Leave	4.00%	(or less)
Compensatory Leave	2.00%	(or less)

Rates outside of these ranges are possible, but should be justified during the validation process.

Jurisdiction		FRINGE BENEFIT RATE SHEET				Page _____ of _____
Applicant		Paid		PW #	Disaster Number	
Location/Site				Category	Period covering to	
Description of work performed						
		Regular Employees		Part-Time Employees		
		Regular Time %	Overtime %	Regular Time %	Overtime %	
Vacation		%	%	%	%	%
Holiday Pay		%	%	%	%	%
Insurance		%	%	%	%	%
Retirement		%	%	%	%	%
Unemployment		%	%	%	%	%
Social Security		%	%	%	%	%
Workman's Comp.		%	%	%	%	%
Other		%	%	%	%	%
Other		%	%	%	%	%
Other		%	%	%	%	%
Other		%	%	%	%	%
TOTALS		%	%	%	%	%
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.						
Certified		Title			Date	

Exhibit 3

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD INSTRUCTIONS

Complete the Force Account Equipment Summary Record as follows:

☐ **Heading**

- ☐ **Applicant:** Enter the jurisdiction's name.
- ☐ **Paid:** Enter the date these charges were paid.
- ☐ **PW#:** Enter the Project Worksheet Number that this record covers.
- ☐ **Disaster Number:** Enter the assigned Disaster Number.
- ☐ **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
- ☐ **Category:** Enter the category of work being done, e.g. A, B, C, etc.

☐ **Detail Section:**

- ☐ **Type of Equipment:** Enter the name of the equipment used including the size, capacity, horsepower, make and model.
- ☐ **Equip Code #:** Enter the FEMA Cost Code for the equipment, if known.
- ☐ **Operator's Name:** Enter the name of the equipment operator.
- ☐ **Date:** Enter the day's date in the space at the top of each column.
- ☐ **Hours Used:** Enter the hours used for each piece of equipment in the blocks below the date. Idle and standby hours cannot be included.
- ☐ **Total Hours:** Add up the Hours Used for the week and enter.
- ☐ **Equipment Rate:** Enter the cost per hour to use the equipment.
- ☐ **Total Cost:** Multiply the Total Hours by the Equipment Rate and enter the result.

☐ **Totals Section:**

- ☐ **Total Hours:** Add the Total Hours column and enter.
- ☐ **Total Cost:** Add the Total Cost column and enter.

Exhibit 4

RENTED EQUIPMENT RECORD SUMMARY

Complete the Rented Equipment Summary Record as follows:

☐ **Heading**

- ☐ **Applicant:** Enter the jurisdiction's name.
- ☐ **Paid:** Enter the date these charges were paid.
- ☐ **PW#:** Enter the Project Worksheet Number that this record covers.
- ☐ **Disaster Number:** Enter the assigned Disaster Number.
- ☐ **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
- ☐ **Category:** Enter the category of work being done, e.g. A, B, C, etc.

☐ **Detail Section:**

- ☐ **Type of Equipment:** Enter the name of the equipment used including the size, capacity, horsepower, make and model.
- ☐ **Dates and Hours Used:** Enter the date used on the upper block and the hours used in the lower block.
- ☐ **W/Opr:** Enter the rate charged per hour when the rental company provides the operator.
- ☐ **W/O Opr:** Enter the rate charged per hour when the rental company does not provide the operator.
- ☐ **Total Cost:** Multiply the Hours used by the appropriate Rate per Hour and enter.
- ☐ **Vendor:** Enter the name of the rental company.
- ☐ **Invoice No:** Enter the rental Company's invoice number.
- ☐ **Date and Amount Paid:** Enter the Date Paid in the upper block and the Amount Paid in the lower block.
- ☐ **Check No:** Enter the number of the check used to pay the vendor.

☐ **Total Section**

- ☐ **Grand Total:** Add the Amounts Paid in the Date and Amount Pd column and enter.

Attach copies of invoices and proof of payment

Exhibit 5

MATERIALS SUMMARY RECORD

Complete Materials Summary Record as follows:

☐ **Heading**

- ☐ **Applicant:** Enter the jurisdiction's name.
- ☐ **Paid:** Enter the date these charges were paid.
- ☐ **PW#:** Enter the Project Worksheet Number that this record covers.
- ☐ **Disaster Number:** Enter the assigned Disaster Number.
- ☐ **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
- ☐ **Category:** Enter the category of work being done, e.g. A, B, C, etc.

☐ **Detail Section:**

- ☐ **Vendors:** Enter the name of the vendor supplying the materials.
- ☐ **Description:** Enter a description of the materials used.
- ☐ **Quantity:** Enter the quantity used.
- ☐ **Unit Price:** Enter the price per unit.
- ☐ **Date Purchased:** Enter the date purchased for use or replacement of stock.
- ☐ **Date Used:** Enter the date the materials were used on this project.
- ☐ **Info From:** Check whether the information on this record came from a vendor's invoice or from stock records.

☐ **Total Section:**

- ☐ Add up the Total Price column and enter.

Jurisdiction		MATERIALS SUMMARY RECORD			Page _____ of _____		
Applicant		Paid		PW #	Disaster Number		
Location/Site				Category	Period covering to		
Description of work performed							
Vendors	Description	Quantity	Unit Price	Total Price	Date Purchased	Date Used	Info From (Check) Invoice <input type="checkbox"/> Stock <input type="checkbox"/>
			\$	\$			<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>
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			\$	\$			<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>
Grand Total				\$			<input type="checkbox"/>
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.							Date
Certified							

Exhibit 6

CONTRACT WORK SUMMARY RECORD

Complete the Contract Work Summary Record as follows:

☐ **Heading**

- ☐ **Applicant:** Enter the jurisdiction's name.
- ☐ **Paid:** Enter the date these charges were paid.
- ☐ **PW#:** Enter the Project Worksheet Number that this record covers.
- ☐ **Disaster Number:** Enter the assigned Disaster Number.
- ☐ **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
- ☐ **Category:** Enter the category of work being done, e.g. A, B, C, etc.

☐ **Detail Section:**

- ☐ **Dates Worked:** Enter the dates for the work billed on the invoice listed.
- ☐ **Contractor:** Enter the name of the contractor.
- ☐ **Billing Invoice Number:** Enter the contractor's invoice submitted for payment.
- ☐ **Amount:** Enter the total billed on the invoice.
- ☐ **Comments – Scope:** Enter pertinent comments such as percentage of work completed, etc.

☐ **Total Section**

- ☐ **Amount:** Add up the Amount column and enter.

Attach copies of contract, invoices and proof of payment.

Instructions for completing the State of Indiana Time Extension Request

Purpose: The purpose of this form is to make a request for a time extension for completion of a Public Assistance project.

General: All items on the form must be completed by the Applicant and returned to the INDIANA DEPARTMENT OF HOMELAND SECURITY (IDHS). Incomplete forms will be returned to the Applicant. Time extensions should be submitted at least 30 days prior to the established deadlines. All requests should include documentation necessary to support the request.

Applicant Information

Applicant's Name: Enter the name of the Applicant organization or jurisdiction.

Federal Disaster No.: Enter the four-digit Federal Disaster Number. This number is assigned by FEMA once the disaster has been declared by the President. This number is included on the Disaster Fact Sheet.

Public Assistance ID No.: Enter the eight-digit Applicant's Public Assistance ID Number. This number will usually be in the following format: **YYY-ZZZZZ**, where **YYY** is the FIPS code for the county the Applicant is located within and **ZZZZZ** is the code for the city or village the Appl.

Project Information

PW No.: Enter the project worksheet (PW) number.

Percent Complete Enter the percent complete for the work included on the project worksheet (PW)

Project Title: Enter the project title and location as it appears on the PW.

Category of Work: Circle the appropriate letter for the category of work for the project.

Projected Date of Completion: Enter the total projected date of completion for the project.

Justification for Extension: Enter any comments necessary to justify the time extension request.

Certification

Applicant's Agent Signature: The Applicant's Agency must sign and date the Time Extension Request certifying that the information provided is true and an extension is warranted.

TIME EXTENSION REQUEST FORM 44 CFR 206.204 (d)

APPLICANT		FIPS#	DISASTER	PW #	CATEGORY
			DR		
Previous Extension(s) by Grantee	Date Requested	Extended Through:	Brief Justification of Extension:		
Previous Extension(s) by Grantee	Date Requested	Extended Through:	Brief Justification of Extension:		
Previous Extension(s) by Grantee	Date Requested	Extended Through:	Brief Justification of Extension:		
EXTENSION REQUEST THROUGH REGIONAL DIRECTOR		Date of Request:	Project Completion Date:		
JUSTIFICATION FOR DELAY/EXTENSION (Requires information describing extenuating or unusual circumstances beyond the sub-grantee's control and that have resulted in the need of a time extension through the RD)					
PROGRAM DIRECTOR: (signature and date)		RD/DRM or Designee: (signature and date)			
Rosemary Petersen, IDHS					
		, FEMA REGION V			
		(Print Name)			
for FEMA use only:					
EXTENSION REQUEST:		APPROVED: <input type="checkbox"/>	DENIED: <input type="checkbox"/>		
Comments/Requirements for approval; Explanation for Denial					

Instructions for completing the State of Indiana Project Quarterly Progress Report

Purpose: The purpose of this form is to report the progress of Public Assistance projects on a quarterly basis

General: All items on the form must be completed by the Applicant and returned to the INDIANA DEPARTMENT OF HOMELAND SECURITY (IDHS). Incomplete forms will be returned to the Applicant. Quarterly progress reports should be submitted to SEMA by the last day of April, July, October and January for the preceding quarter. Up to seven (7) projects may be reported on this form

Applicant Information

- Applicant's Name:** Enter the name of the Applicant organization or jurisdiction.
- Federal Disaster No.:** Enter the four-digit Federal Disaster Number. This number is assigned by FEMA once the disaster has been declared by the President. This number is included on the Disaster Fact Sheet.
- Public Assistance ID No.:** Enter the eight-digit Applicant's Public Assistance ID Number. This number will usually be in the following format: **YYY-ZZZZZ**, where **YYY** is the FIPS code for the county the Applicant is located within and **ZZZZZ** is the code for the city or village the Appl.

Project Information

- PW No.:** Enter the project worksheet (PW) number.
- Category:** Circle the appropriate letter for the category of work for the project.
- Projected Title and Location:** Enter the project title and location as it appears on the PW.
- Total Funding Approved:** Enter the total project funding as shown on the PW.
- % of Work Complete to Date:** Enter the percentage of the work that has been completed to
- Est. Date of Completion:** Enter the estimated date of completion for the project.

Certification

- Applicant's Agent Signature:** The Applicant's Agency must sign and date the Time Extension Request certifying that the information provided is true and an extension is warranted.



STATE OF INDIANA

PROJECT QUARTERLY PROGRESS REPORT

Applicant Information

Applicant's Name: _____

Federal Disaster Number: _____ Public Assistance ID Number: _____

Project Information

PW #	CATEGORY	PROJECT TITLE AND LOCATION	TOTAL FUNDING APPROVED	TOTAL PROJECT COSTS TO DATE	% OF WORK COMPLETE TO DATE	EST. DATE OF COMPLETION

Certification

I do hereby certify that the above information is true.

NOTE: Quarterly Progress reports are due by the 15th day of April, July, October and January for the preceding quarter.

Signature of Applicant's Agent

Date

1. APPLICANT'S NAME

2. FIPS NUMBER

3. DATE

4. PROJECT NAME

5. LOCATION

FORM MUST BE FILLED OUT FOR EACH PROJECT1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? (*e.g., buildings, equipment, vehicles, etc.*)☐ YES☐ NO☐ Unsure

Comments _____

2. Is the damaged facility located within a floodplain or coastal high hazard area, or does it have an impact on a floodplain or wetland?

☐ YES☐ NO☐ Unsure

Comments _____

3. Is the damaged facility or item or work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

☐ YES☐ NO☐ Unsure

Comments _____

4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? (*e.g. footprint, material, location, capacity, use or function*)☐ YES☐ NO☐ Unsure

Comments _____

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard proposal?

☐ YES☐ NO☐ Unsure

Comments _____

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site:

☐ YES☐ NO☐ Unsure

Comments _____

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

☐ YES☐ NO☐ Unsure

Comments _____

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

☐ YES☐ NO☐ Unsure

Comments _____

9. Are there any other environmentally or controversial issues associated with the damaged facility and/or item of work?

☐ YES☐ NO☐ Unsure

Comments _____

FEDERAL EMERGENCY MANAGEMENT AGENCY

PNP FACILITY QUESTIONNAIRE

Please answer all of the following questions and return this questionnaire with proof of private non profit (PNP) status to the FEMA/State Disaster Field Office. Your application for Federal disaster assistance will not be considered if these documents are not submitted by the prescribed deadline. If your organization has more than one facility that incurred damage, list each facility separately and provide the required information for each facility. Use separate sheets of paper if necessary.

Name of PNP Organization: _____

Title 44 CFR, part 206.221 (e) defines a Private Non Profit facility as: "...any private nonprofit educational, utility, emergency, medical, custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations. "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Of the above, what best describes your organization? _____

Please provide copies of the following:

Tax Exemption Certificate _____

Organization Charter or By Laws _____

Current Literature describing your Organization _____

If your organization is a school or educational facility, please provide information on:

Accreditation or Certification _____

Curriculum _____

Name of the damaged facility and location: _____

—

What is the primary purpose of the damaged facility? _____

Who may use this facility? _____

What fee, if any, is charged for the use of the facility? _____

Was the facility in use at the time of the disaster? ☐ Yes ☐ No

Did the facility sustain damage as a direct result of the disaster? ☐ Yes ☐ No

What type of assistance is being requested? _____

Does the PNP organization own the facility? ☐ Yes ☐ No

If "Yes", obtain proof of ownership; check here if attached. ☐

If "No", do they lease / rent the facility? ☐ Yes ☐ No

If "Yes", obtain a copy of the lease or rental agreement for the damaged facility, check here if attached. ☐

Are the repairs of this facility the legal responsibility of the organization? ☐ Yes ☐ No

Is the facility insured? ☐ Yes ☐ No

If "Yes", obtain a copy of the insurance policy; check here if attached. ☐

**DEPARTMENT OF HOMELAND SECURITY
EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE
RECOVERY DIVISION
PUBLIC ASSISTANCE BRANCH
WASHINGTON, D.C. 20472**

The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incident to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 *Allowable Costs*. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 *Appeals*.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER AUGUST 28, 2005.

Cost Code	Equipment	Specification	Capacity / Size	HP	Notes	Unit	Rate
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 Ft	to 15	Articulated, Telescoping, Scissor.	hour	\$5.70
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 Ft	to 30	Articulated, Telescoping, Scissor.	hour	\$11.80
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 Ft	to 50	Articulated, Telescoping, Scissor.	hour	\$21.40
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 Ft	to 85	Articulated and Telescoping.	hour	\$38.50
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 Ft	to 130	Articulated and Telescoping.	hour	\$60.00
8486	Aerial Lift, Truck Mntd	Max. Platform Height	25 Ft		Articulated and Telescoping.	hour	\$5.40
8487	Aerial Lift, Truck Mntd	Max. Platform Height	50 Ft		Articulated and Telescoping.	hour	\$9.00
8488	Aerial Lift, Truck Mntd	Max. Platform Height	75 Ft		Articulated and Telescoping.	hour	\$19.10
8489	Aerial Lift, Truck Mntd	Max. Platform Height	100 Ft		Articulated and Telescoping.	hour	\$36.00
8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	\$1.55
8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	\$4.75
8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	hour	\$9.25
8013	Air Compressor	Air Delivery	175 CFM	to 90	Hoses included.	hour	\$17.20
8014	Air Compressor	Air Delivery	400 CFM	to 145	Hoses included.	hour	\$24.80
8015	Air Compressor	Air Delivery	575 CFM	to 230	Hoses included.	hour	\$40.50
8016	Air Compressor	Air Delivery	1100 CFM	to 355	Hoses included.	hour	\$60.00
8017	Air Compressor	Air Delivery	1600 CFM	to 500	Hoses included.	hour	\$82.00
8020	Air Curtain Burner			to 50	In ground burner.	hour	\$6.60
8021	Air Curtain Burner			to 75	In ground burner.	hour	\$7.60
8022	Air Curtain Burner			to 100	In ground burner.	hour	\$8.75
8023	Air Curtain Burner			to 50	Above ground burner.	hour	\$9.05
8024	Air Curtain Burner			to 75	Above ground burner.	hour	\$11.60
8025	Air Curtain Burner			to 100	Above ground burner.	hour	\$15.30
8040	Ambulance			to 150		hour	\$21.50

8041	Ambulance			to 210		hour	\$32.00
8060	Auger, Portable	Hole Diameter	16 In	to 6		hour	\$1.40
8061	Auger, Portable	Hole Diameter	18 In	to 13		hour	\$3.30
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 In	to 13	Includes digger, boom and mounting hardware.	hour	\$1.80
8063	Auger, Truck Mntd	Max. Auger Size	24 In	to 100	Guardrail post driver.	hour	\$30.00
8070	Automobile			to 130	Transporting people.	mile	\$0.45
8071	Automobile			to 130	Transporting cargo.	hour	\$9.75
8072	Automobile, Police			to 250	Patrolling.	mile	\$0.55
Cost Code	Equipment	Specification	Capacity / Size	HP	Notes	Unit	Rate
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$14.35
8110	Barge, Deck	Size	120'x30'x7.25'			hour	\$25.50
8111	Barge, Deck	Size	120'x45'x7'			hour	\$39.50
8112	Barge, Deck	Size	140'x45'x7'			hour	\$53.00
8113	Barge, Deck	Size	150'x45'x9'			hour	\$62.00
8115	Barge, Hopper	Size	200'x35'x12'		Open	hour	\$46.50
8116	Barge, Hopper	Size	200'x35'x12'		Closed	hour	\$54.00
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$3.10
8051	Board, Message			to 5	Trailer Mounted.	hour	\$8.55
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	\$160.00
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	\$182.00
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	\$226.00
8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	\$270.00
8130	Boat, Row				Heavy duty.	hour	\$0.85
8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	\$14.45
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	\$27.00
8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	\$204.00
8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	\$339.00
8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	\$480.00
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	\$693.00
8140	Boat, Tug	Length	16 Ft	to 100		hour	\$31.00
8141	Boat, Tug	Length	18 Ft	to 175		hour	\$48.00
8142	Boat, Tug	Length	26 Ft	to 250		hour	\$63.00
8143	Boat, Tug	Length	40 Ft	to 380		hour	\$140.00
8144	Boat, Tug	Length	51 Ft	to 700		hour	\$207.00
8419	Breaker, Pavement Hand-Held	Weight	25-90 Lbs			hour	\$0.70
8420	Breaker, Pavement			to 70		hour	\$29.50
8421	Breaker, Pavement			to 105		hour	\$39.50
8422	Breaker, Pavement			to 137		hour	\$52.00
8150	Broom, Pavement	Broom Length	72 In	to 20		hour	\$9.35
8151	Broom, Pavement	Broom Length	84 In	to 45		hour	\$13.95
8152	Broom, Pavement	Broom Length	96 In	to 100		hour	\$18.80
8153	Broom, Pavement, Mntd	Broom Length	72 In	to 18		hour	\$6.10
8154	Broom, Pavement, Pull	Broom Length	84 In	to 20		hour	\$7.60
8270	Bucket, Clamshell	Capacity	1.0 CY		Includes teeth.	hour	\$4.10
8271	Bucket, Clamshell	Capacity	2.5 CY		Includes teeth.	hour	\$7.25
8272	Bucket, Clamshell	Capacity	5.0 CY		Includes teeth.	hour	\$12.00
8273	Bucket, Clamshell	Capacity	7.5 CY		Includes teeth.	hour	\$16.40
8275	Bucket, Dragline	Capacity	2.0 CY			hour	\$3.30
8276	Bucket, Dragline	Capacity	5.0 CY			hour	\$6.95
8277	Bucket, Dragline	Capacity	10 CY			hour	\$11.55
8278	Bucket, Dragline	Capacity	14 CY			hour	\$13.50
8180	Bus			to 150		hour	\$14.75
8181	Bus			to 210		hour	\$22.30
8182	Bus			to 300		hour	\$30.50
8190	Chain Saw	Bar Length	16 In			hour	\$1.55
8191	Chain Saw	Bar Length	25 In			hour	\$3.10
8192	Chain Saw, Pole	Bar Size	18 In			hour	\$1.65

8200	Chipper, Brush	Chipping Capacity	6 In	to 35	Trailer Mounted.	hour	\$12.80
8201	Chipper, Brush	Chipping Capacity	12 In	to 65	Trailer Mounted.	hour	\$17.70
8202	Chipper, Brush	Chipping Capacity	16 In	to 100	Trailer Mounted.	hour	\$23.00
8203	Chipper, Brush	Chipping Capacity	18 In	to 125	Trailer Mounted.	hour	\$29.00
8204	Chipper, Brush	Chipping Capacity	18 In	to 200	Trailer Mounted.	hour	\$42.50
8205	Chipper, Brush	Chipping Capacity	19 In	to 300	Trailer Mounted.	hour	\$59.00
Cost Code	Equipment	Specification	Capacity / Size	HP	Notes	Unit	Rate
8206	Chipper, Brush	Chipping Capacity	19 In	to 450	Trailer Mounted.	hour	\$86.00
8207	Chipper, Brush			to 650	Trailer Mounted.	hour	\$130.00
8210	Clamshell & Dragline			to 100	Bucket not included in rate.	hour	\$71.00
8211	Clamshell & Dragline			to 155	Bucket not included in rate.	hour	\$95.00
8212	Clamshell & Dragline			to 235	Bucket not included in rate.	hour	\$131.00
8213	Clamshell & Dragline			to 350	Bucket not included in rate.	hour	\$178.00
8214	Clamshell & Dragline			to 530	Bucket not included in rate.	hour	\$250.00
8215	Clamshell & Dragline			to 800	Bucket not included in rate.	hour	\$343.00
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 CY		Truck Mounted.	hour	\$18.80
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 CY		Truck Mounted.	hour	\$23.30
8220	Compactor			to 10		hour	\$8.70
8221	Compactor			to 45		hour	\$15.30
8222	Compactor			to 75		hour	\$22.70
8223	Compactor			to 95		hour	\$28.00
8224	Compactor			to 150		hour	\$43.50
8225	Compactor			to 235		hour	\$73.00
8226	Compactor			to 335		hour	\$119.00
8227	Compactor			to 535		hour	\$234.00
8228	Compactor, towed			to 15		hour	\$15.00
8229	Compactor, towed			to 50		hour	\$39.00
8230	Compactor, towed			to 100		hour	\$65.00
8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	\$30.50
8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	\$44.00
8502	Crane	Max. Lift Capacity	27 MT	to 200		hour	\$66.00
8503	Crane	Max. Lift Capacity	45 MT	to 300		hour	\$98.00
8504	Crane	Max. Lift Capacity	70 MT	to 350		hour	\$143.00
8505	Crane	Max. Lift Capacity	110 MT	to 450		hour	\$208.00
8496	Crane, Truck Mounted	Max. Lift Capacity	17600 Lbs			hour	\$22.50
8497	Crane, Truck Mounted	Max. Lift Capacity	33000 Lbs			hour	\$34.00
8498	Crane, Truck Mounted	Max. Lift Capacity	60000 Lbs			hour	\$55.00
8499	Crane, Truck Mounted	Max. Lift Capacity	120000 Lbs			hour	\$98.00
8195	Cutter, Brush	Cutter Size	8 ft	to 150			\$76.00
8196	Cutter, Brush	Cutter Size	8 ft	to 190			\$86.00
8197	Cutter, Brush	Cutter Size	10 ft	to 245			\$96.00
8670	Derrick, Hydraulic Digger	Max. Boom Length	55 Ft		Includes hydraulic pole alignment attachment.	hour	\$32.50
8671	Derrick, Hydraulic Digger	Max. Boom Length	75 Ft		Includes hydraulic pole alignment attachment.	hour	\$34.50
8672	Derrick, Hydraulic Digger	Max. Boom Length	95 Ft		Includes hydraulic pole alignment attachment.	hour	\$36.50
8580	Distributor, Asphalt	Tank Capacity	500 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar.	hour	\$10.50
8581	Distributor, Asphalt	Tank Capacity	1000 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar.	hour	\$15.60
8582	Distributor, Asphalt	Tank Capacity	4000 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar.	hour	\$19.10
8250	Dozer, Crawler			to 65		hour	\$31.00
8251	Dozer, Crawler			to 105		hour	\$40.00
8252	Dozer, Crawler			to 160		hour	\$55.00
8253	Dozer, Crawler			to 245		hour	\$79.00
8254	Dozer, Crawler			to 375		hour	\$124.00
8255	Dozer, Crawler			to 565		hour	\$200.00
8256	Dozer, Crawler			to 850		hour	\$344.00
8260	Dozer, Wheel			to 260		hour	\$55.00
8261	Dozer, Wheel			to 335		hour	\$68.00

8262	Dozer, Wheel			to 445		hour	\$86.00
8263	Dozer, Wheel			to 615		hour	\$126.00
8280	Excavator, Hydraulic	Bucket Capacity	0.5 CY	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	\$21.90
8281	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	\$37.50
Cost Code	Equipment	Specification	Capacity / Size	HP	Notes	Unit	Rate
8282	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	\$64.00
8283	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	\$104.00
8284	Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	\$163.00
8285	Excavator, Hydraulic	Bucket Capacity	7.5 CY	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	\$255.00
8286	Excavator, Hydraulic	Bucket Capacity	12 CY	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	\$404.00
8240	Feeder, Grizzly			to 35		hour	\$19.20
8241	Feeder, Grizzly			to 55		hour	\$29.00
8242	Feeder, Grizzly			to 75		hour	\$45.50
8300	Fork Lift	Capacity	6000 Lbs	to 60		hour	\$9.90
8301	Fork Lift	Capacity	12000 Lbs	to 90		hour	\$14.45
8302	Fork Lift	Capacity	18000 Lbs	to 140		hour	\$23.90
8303	Fork Lift	Capacity	50000 Lbs	to 215		hour	\$42.50
8310	Generator	Prime Output	5.5 KW	to 10		hour	\$3.60
8311	Generator	Prime Output	16 KW	to 25		hour	\$8.45
8312	Generator	Prime Output	43 KW	to 65		hour	\$18.10
8313	Generator	Prime Output	85 KW	to 125		hour	\$28.50
8314	Generator	Prime Output	140 KW	to 200		hour	\$40.50
8315	Generator	Prime Output	210 KW	to 300		hour	\$59.00
8316	Generator	Prime Output	280 KW	to 400		hour	\$76.00
8317	Generator	Prime Output	350 KW	to 500		hour	\$94.00
8318	Generator	Prime Output	530 KW	to 750		hour	\$137.00
8319	Generator	Prime Output	710 KW	to 1000		hour	\$179.00
8320	Generator	Prime Output	1100 KW	to 1500		hour	\$274.00
8321	Generator	Prime Output	1500 KW	to 2000		hour	\$369.00
8322	Generator	Prime Output	1900 KW	to 2500		hour	\$457.00
8323	Generator	Prime Output	2400 KW	to 3000		hour	\$547.00
8755	Golf Cart	Capacity	2 person			hour	\$2.55
8330	Graders	Moldboard Size	8 Ft	to 50	Includes Rigid and Articulate equipment.	hour	\$23.90
8331	Graders	Moldboard Size	10 Ft	to 100	Includes Rigid and Articulate equipment.	hour	\$32.00
8332	Graders	Moldboard Size	12 Ft	to 150	Includes Rigid and Articulate equipment.	hour	\$43.00
8333	Graders	Moldboard Size	14 Ft	to 225	Includes Rigid and Articulate equipment.	hour	\$60.00
8350	Hose, Discharge	Diameter	3 In		Per 25 foot length. Includes couplings.	hour	\$0.15
8351	Hose, Discharge	Diameter	4 In		Per 25 foot length. Includes couplings.	hour	\$0.20
8352	Hose, Discharge	Diameter	6 In		Per 25 foot length. Includes couplings.	hour	\$0.35
8353	Hose, Discharge	Diameter	8 In		Per 25 foot length. Includes couplings.	hour	\$0.55
8354	Hose, Discharge	Diameter	12 In		Per 25 foot length. Includes couplings.	hour	\$1.15
8355	Hose, Discharge	Diameter	16 In		Per 25 foot length. Includes couplings.	hour	\$1.90
8356	Hose, Suction	Diameter	3 In		Per 25 foot length. Includes couplings.	hour	\$0.20
8357	Hose, Suction	Diameter	4 In		Per 25 foot length. Includes couplings.	hour	\$0.30
8358	Hose, Suction	Diameter	6 In		Per 25 foot length. Includes couplings.	hour	\$0.50
8359	Hose, Suction	Diameter	8 In		Per 25 foot length. Includes couplings.	hour	\$0.85
8360	Hose, Suction	Diameter	12 In		Per 25 foot length. Includes couplings.	hour	\$1.80
8361	Hose, Suction	Diameter	16 In		Per 25 foot length. Includes couplings.	hour	\$3.20
8517	Jackhammer (Dry)	Weight Class	25-45 Lbs			hour	\$1.10
8518	Jackhammer (Wet)	Weight Class	30-55 Lbs			hour	\$1.20
8380	Loader, Crawler	Bucket Capacity	0.5 CY	to 32	Includes bucket.	hour	\$13.90
8381	Loader, Crawler	Bucket Capacity	1 CY	to 60	Includes bucket.	hour	\$23.50
8382	Loader, Crawler	Bucket Capacity	2 CY	to 118	Includes bucket.	hour	\$46.50
8383	Loader, Crawler	Bucket Capacity	3 CY	to 178	Includes bucket.	hour	\$73.00
8384	Loader, Crawler	Bucket Capacity	4 CY	to 238	Includes bucket.	hour	\$101.00
8385	Loader, Crawler	Bucket Capacity	5 CY	to 300	Includes bucket.	hour	\$135.00
8540	Loader, Skid-Steer	Operating Capacity	1000 Lbs	to 35		hour	\$12.50

8541	Loader, Skid-Steer	Operating Capacity	2000 Lbs	to 65		hour	\$17.40
8542	Loader, Skid-Steer	Operating Capacity	3000 Lbs	to 85		hour	\$20.10
Cost Code	Equipment	Specification	Capacity / Size	HP	Notes	Unit	Rate
8543	Loader, Skid-Steer	Operating Capacity	4000 Lbs	to 94		hour	\$21.00
8401	Loader, Tractor, Wheel			to 81		hour	\$17.80
8390	Loader, Wheel	Bucket Capacity	0.5 CY	to 38		hour	\$13.25
8391	Loader, Wheel	Bucket Capacity	1 CY	to 60		hour	\$17.10
8392	Loader, Wheel	Bucket Capacity	2 CY	to 105		hour	\$25.50
8393	Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	\$34.00
8394	Loader, Wheel	Bucket Capacity	4 CY	to 200		hour	\$43.50
8395	Loader, Wheel	Bucket Capacity	5 CY	to 250		hour	\$53.00
8396	Loader, Wheel	Bucket Capacity	6 CY	to 305		hour	\$65.00
8397	Loader, Wheel	Bucket Capacity	7 CY	to 360		hour	\$79.00
8398	Loader, Wheel	Bucket Capacity	8 CY	to 415		hour	\$92.00
8399	Loader, Wheel	Bucket Capacity	9 CY	to 470		hour	\$105.00
8400	Loader, Wheel	Bucket Capacity	10 CY	to 530		hour	\$122.00
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 CY	to 40	Loader and Backhoe Buckets included.	hour	\$12.25
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 CY	to 70	Loader and Backhoe Buckets included.	hour	\$19.70
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included.	hour	\$28.50
8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 CY	to 115	Loader and Backhoe Buckets included.	hour	\$36.50
8410	Mixer, Concrete Portable	Batching Capacity	10 Cft			hour	\$2.90
8411	Mixer, Concrete Portable	Batching Capacity	16 Cft			hour	\$4.25
8412	Mixer, Concrete, Trailer Mounted	Batching Capacity	11 Cft	to 10		hour	\$9.35
8413	Mixer, Concrete, Trailer Mounted	Batching Capacity	16 Cft	to 25		hour	\$14.70
8075	Motorcycle, Police					mile	\$0.40
8633	Mulcher, Trailer Mounted	Working Capacity	7 TPH	to 35		hour	\$10.10
8634	Mulcher, Trailer Mounted	Working Capacity	10 TPH	to 55		hour	\$15.00
8635	Mulcher, Trailer Mounted	Working Capacity	20 TPH	to 120		hour	\$22.60
8430	Paver, Asphalt			to 50	Includes wheel and crawler equipment.	hour	\$41.50
8431	Paver, Asphalt			to 75	Includes wheel and crawler equipment.	hour	\$63.00
8432	Paver, Asphalt			to 125	Includes wheel and crawler equipment.	hour	\$97.00
8433	Paver, Asphalt			to 175	Includes wheel and crawler equipment.	hour	\$125.00
8434	Paver, Asphalt			to 250	Includes wheel and crawler equipment.	hour	\$151.00
8436	Pick-up, Asphalt			to 110		hour	\$57.00
8437	Pick-up, Asphalt			to 150		hour	\$82.00
8438	Pick-up, Asphalt			to 200		hour	\$103.00
8439	Pick-up, Asphalt			to 275		hour	\$145.00
8660	Plow, Cable	Plow Depth	18 in	to 30		hour	\$9.50
8661	Plow, Cable	Plow Depth	36 in	to 65		hour	\$19.30
8662	Plow, Cable	Plow Depth	48 in	to 110		hour	\$30.50
8450	Plow, Grader Mounted	Width	to 10 Ft			hour	\$18.60
8451	Plow, Grader Mounted	Width	to 14 Ft			hour	\$25.00
8452	Plow, Truck Mounted	Width	to 15 Ft			hour	\$14.05
8453	Plow, Truck Mounted	Width	to 15 Ft		With leveling wing.	hour	\$20.40
8470	Pump			to 3	Hoses not included.	hour	\$2.70
8471	Pump			to 6	Hoses not included.	hour	\$3.70
8472	Pump			to 10	Hoses not included.	hour	\$5.05
8473	Pump			to 15	Hoses not included.	hour	\$6.00
8474	Pump			to 25	Hoses not included.	hour	\$8.60
8475	Pump			to 40	Hoses not included.	hour	\$11.25
8476	Pump			to 60	Hoses not included.	hour	\$16.70
8477	Pump			to 95	Hoses not included.	hour	\$24.60
8478	Pump			to 140	Hoses not included.	hour	\$26.50
8479	Pump			to 200	Hoses not included.	hour	\$31.50
8463	Pump Extender	Length	20 Ft			hour	\$1.25
8460	Pump, W/O Power	Pump Size	6 In			hour	\$2.30

Cost Code	Equipment	Specification	Capacity / Size	HP	Notes	Unit	Rate
8461	Pump, W/O Power	Pump Size	12 In			hour	\$3.00
8462	Pump, W/O Power	Pump Size	24 In			hour	\$7.15
8510	Saw, Concrete	Blade Diameter	14 In	to 14		hour	\$5.35
8511	Saw, Concrete	Blade Diameter	26 In	to 35		hour	\$12.60
8512	Saw, Concrete	Blade Diameter	48 In	to 65		hour	\$22.10
8513	Saw, Rock			to 65		hour	\$29.00
8514	Saw, Rock			to 90		hour	\$38.00
8515	Saw, Rock			to 120		hour	\$52.00
8520	Scraper	Scraper Capacity	11 CY	to 175		hour	\$83.00
8521	Scraper	Scraper Capacity	16 CY	to 250		hour	\$109.00
8522	Scraper	Scraper Capacity	23 CY	to 365		hour	\$143.00
8523	Scraper	Scraper Capacity	34 CY	to 475		hour	\$173.00
8524	Scraper	Scraper Capacity	44 CY	to 600		hour	\$208.00
8560	Snow Blower	Capacity	2,000 Tph	to 400		hour	\$140.00
8561	Snow Blower	Capacity	2,500 Tph	to 500		hour	\$157.00
8562	Snow Blower	Capacity	3,500 Tph	to 600		hour	\$180.00
8550	Snow Blower, Truck Mounted	Capacity	600 Tph	to 75		hour	\$38.50
8551	Snow Blower, Truck Mounted	Capacity	1100 Tph	to 150		hour	\$60.00
8552	Snow Blower, Truck Mounted	Capacity	1600 Tph	to 250		hour	\$90.00
8553	Snow Blower, Truck Mounted	Capacity	2500 Tph	to 400		hour	\$128.00
8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	\$12.80
8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	\$16.30
8630	Sprayer, Seed	Working Capacity	750 Gal	to 30	Trailer & truck mounted.	hour	\$10.70
8631	Sprayer, Seed	Working Capacity	1250 Gal	to 50	Trailer & truck mounted.	hour	\$13.45
8632	Sprayer, Seed	Working Capacity	3500 Gal	to 115	Trailer & truck mounted.	hour	\$22.40
8458	Spreader, Chemical	Capacity	5 CY	to 4	Trailer & truck mounted.	hour	\$4.10
8423	Spreader, Chip	Spread Hopper Width	12.5 Ft	to 152		hour	\$50.00
8424	Spreader, Chip	Spread Hopper Width	16.5 Ft	to 215		hour	\$66.00
8425	Spreader, Chip, Mounted	Hopper Size	8 Ft	to 8	Trailer & truck mounted.	hour	\$3.65
8455	Spreader, Sand	Mounting	Tailgate, Chassis			hour	\$4.05
8456	Spreader, Sand	Mounting	Dump Body			hour	\$5.65
8457	Spreader, Sand	Mounting	Truck (10yd)			hour	\$7.90
8440	Striper	Paint Capacity	40 Gal	to 22		hour	\$12.90
8441	Striper	Paint Capacity	90 Gal	to 60		hour	\$19.10
8442	Striper	Paint Capacity	120 Gal	to 122		hour	\$38.00
8445	Striper, Truck Mounted	Paint Capacity	120 Gal	to 460		hour	\$69.00
8446	Striper, Walk-behind	Paint Capacity	12 Gal			hour	\$3.25
8157	Sweeper, Pavement			to 110		hour	\$47.00
8158	Sweeper, Pavement			to 150		hour	\$56.00
8159	Sweeper, Pavement			to 200		hour	\$62.00
8590	Trailer, Dump	Capacity	20 CY		Does not include Prime Mover.	hour	\$17.40
8591	Trailer, Dump	Capacity	30 CY		Does not include Prime Mover.	hour	\$26.00
8592	Trailer, Dump	Capacity	40 CY		Does not include Prime Mover.	hour	\$35.00
8600	Trailer, Equipment	Capacity	30 Tons			hour	\$9.90
8601	Trailer, Equipment	Capacity	40 Tons			hour	\$11.45
8602	Trailer, Equipment	Capacity	60 Tons			hour	\$13.70
8603	Trailer, Equipment	Capacity	120 Tons			hour	\$18.30
8640	Trailer, Office	Trailer Size	8' x 24'			hour	\$1.60
8641	Trailer, Office	Trailer Size	8' x 32'			hour	\$1.90
8642	Trailer, Office	Trailer Size	10' x 32'			hour	\$2.30
8610	Trailer, Water	Tank Capacity	4000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$10.65
8611	Trailer, Water	Tank Capacity	6000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$12.40
8612	Trailer, Water	Tank Capacity	10000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$15.40
Cost Code	Equipment	Specification	Capacity / Size	HP	Notes	Unit	Rate
8613	Trailer, Water	Tank Capacity	14000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$18.70

8650	Trencher			to 35	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$14.70
8651	Trencher			to 85	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$32.50
8652	Trencher			to 115	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$41.50
8653	Trencher			to 175	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$61.00
8290	Trowel, Concrete	Diameter	90 In	to 25		hour	\$11.70
8291	Trowel, Concrete	Diameter	100 In	to 38		hour	\$17.90
8810	Truck, Bucket				Add Flatbed Truck to Truck Mounted Aerial Lift.		
8811	Truck, Cleaning				Add Flatbed Truck to Sewer Cleaner.		
8680	Truck, Concrete Mixer	Mixer Capacity	10 CY	to 255		hour	\$70.00
8681	Truck, Concrete Mixer	Mixer Capacity	13 CY	to 300		hour	\$81.00
8720	Truck, Dump	Struck Capacity	8 CY	to 210		hour	\$25.50
8721	Truck, Dump	Struck Capacity	10 CY	to 235		hour	\$28.00
8722	Truck, Dump	Struck Capacity	12 CY	to 255		hour	\$31.00
8723	Truck, Dump	Struck Capacity	18 CY	to 330		hour	\$46.50
8724	Truck, Dump	Struck Capacity	28 CY	to 400		hour	\$77.00
8725	Truck, Dump	Struck Capacity	40 CY	to 460		hour	\$85.00
8726	Truck, Dump	Struck Capacity	50 CY	to 620		hour	\$108.00
8690	Truck, Fire	Pump Capacity	1000 GPM			hour	\$53.00
8691	Truck, Fire	Pump Capacity	1250 GPM			hour	\$56.00
8692	Truck, Fire	Pump Capacity	1500 GPM			hour	\$71.00
8693	Truck, Fire	Pump Capacity	2000 GPM			hour	\$77.00
8700	Truck, Flatbed	Maximum Gvw	15000 Lbs	to 150		hour	\$16.40
8701	Truck, Flatbed	Maximum Gvw	25000 Lbs	to 180		hour	\$20.20
8702	Truck, Flatbed	Maximum Gvw	30000 Lbs	to 215		hour	\$26.50
8703	Truck, Flatbed	Maximum Gvw	45000 Lbs	to 250		hour	\$29.50
8704	Truck, Flatbed	Maximum Gvw	50000 Lbs	to 300		hour	\$38.00
8705	Truck, Flatbed			to 375		hour	\$46.00
8706	Truck, Flatbed			to 450		hour	\$53.00
8730	Truck, Garbage	Capacity	25 CY	to 255		hour	\$41.50
8731	Truck, Garbage	Capacity	32 CY	to 325		hour	\$50.00
8812	Truck, Knuckle Boom				Add Flatbed Truck to Truck Mounted Crane.		
8813	Truck, Ladder				Add Flatbed Truck to Truck Mounted Aerial Lift.		
8814	Truck, Line				Add Flatbed Truck to Hydraulic Digger Derrick.		
8800	Truck, Pickup			to 130	When transporting people.	mile	\$0.45
8801	Truck, Pickup			to 130		hour	\$9.75
8802	Truck, Pickup			to 180		hour	\$13.35
8803	Truck, Pickup			to 230		hour	\$16.50
8804	Truck, Pickup			to 280		hour	\$19.90
8790	Truck, Tractor			to 210		hour	\$29.50
8791	Truck, Tractor			to 265		hour	\$36.50
8792	Truck, Tractor			to 310		hour	\$42.00
8793	Truck, Tractor			to 350		hour	\$44.50
8780	Truck, Water	Tank Capacity	2500 Gal	to 175	Include pump and rear spray system.	hour	\$27.50
8781	Truck, Water	Tank Capacity	4000 Gal	to 250	Include pump and rear spray system.	hour	\$39.00
8620	Tub Grinder			to 400		hour	\$78.00
8621	Tub Grinder			to 500		hour	\$97.00
8622	Tub Grinder			to 600		hour	\$110.00
8623	Tub Grinder			to 700		hour	\$125.00
8624	Tub Grinder			to 800		hour	\$144.00
8625	Tub Grinder			to 900		hour	\$156.00
8626	Tub Grinder			to 1000		hour	\$170.00
8753	Vehicle, Recreational			to 10		hour	\$2.75
Cost Code	Equipment	Specification	Capacity / Size	HP	Notes	Unit	Rate
8750	Vehicle, Small			to 30		hour	\$5.25
8760	Vibrator, Concrete			to 4		hour	\$1.00
8761	Vibrator, Concrete			to 8		hour	\$2.75

8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	\$4.90
8771	Welder, Portable			to 34	Includes ground cable and lead cable.	hour	\$10.25
8772	Welder, Portable			to 50	Includes ground cable and lead cable.	hour	\$14.75
8773	Welder, Portable			to 80	Includes ground cable and lead cable.	hour	\$21.60